

Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

October 13, 2023

**MEMORANDUM TO:**

**MARK LESTER V. URBANO**

Administrative Officer II

In view of the official travel of the Administrative Officer IV (HRMO) to Legazpi City on **October 16-18, 2023** you are hereby designated to take charge of the Human Resource Management Office and act on all routinely matters and urgent administrative concerns.

For this purpose, you will sign official papers, thus:

By Authority of the Schools Division Superintendent:


**MARK LESTER V. URBANO**

Administrative Officer II

Officer-In-Charge, HRMO

A report on all papers signed by you should be prepared and submitted to the Administrative Officer IV (HRMO) upon her return.

For guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

0104-OIC-MARK LESTER V. URBANO



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