

DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
BY: _____ No: 001
DATE: JAN 02 2025 TIME: 9:45



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

January 1, 2025

MEMORANDUM TO: **EVA S. TOLENTINO**
Administrative Officer V

In view of matters relative to donations to DepEd Catanduanes learners and the travel time of the undersigned and the OIC-ASDS to Catanduanes on January 2 and 3, 2025, you are hereby designated to take charge of the division and act on all routine matters and urgent administrative & financial concerns on January 2 and 3, 2025.

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

By Authority of the OIC-Schools Division Superintendent:

EVA. S. TOLENTINO
Administrative Officer V
Officer-In-Charge

It is hereby emphasized that matters that are policy determining, fiscal and confidential in nature and those needing opinion and decision-making should wait for the OIC-Schools Division Superintendent. These, among others, are: Appointment/Designation, Transfer of Personnel, Teachers' Travels Abroad and Proposals for activities with Sub-Allotment Release Order.


However, you are authorized to sign the following documents:

1. Disbursement Voucher/Petty Cash Voucher
2. Checks
3. Advice of Checks Issued and Cancelled (ACIC)
4. List of Due and Demandable Accounts Payable (LDDAP)
5. Endorsement Letter for Incoming School Head
6. Authority to Handle Cash Advance
7. Authority to Transfer Accountability
8. Reversal of Accounts Payable (AP)
9. LDDAP- Internal Creditors Enrollment

In addition, you will represent the undersigned in official and civic functions in which the Schools Division Superintendent is invited to attend.

A report on the papers signed by you should be prepared and submitted upon her return.

For guidance and compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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