



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

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May 20, 2024

**MEMORANDUM TO:**

**LIZA R. BERNARDO**  
Administrative Officer IV

In view of the leave of absence of the Administrative Officer IV (HRMO) on **May 20, 2024**, you are hereby designated to take charge of the Human Resource Management Office and act on all routine matters and urgent administrative concerns.

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

By Authority of the Schools Division Superintendent:

**LIZA R. BERNARDO**  
Administrative Officer IV  
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

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