



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

June 14, 2024

**MEMORANDUM TO:**

**EVA S. TOLENTINO**  
Administrative Officer V

In view of the attendance of the undersigned to Camarines Sur and Camarines Norte for the **CY 2024 STAKEHOLDERS' CONVERGENCE AWARDING CEREMONIES FOR BRIGADA ESKWELA PROJECT 6B: BAWAT BATANG BICOLANO BIHASANG BUMASA AT BUMILANG AND CY 2024 THIRD REGULAR REGIONAL MANAGEMENT COMMITTEE (REMANCOM) MEETING** on **June 18-19, 2024**, you are hereby designated to take charge of the division 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:

**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 should wait for the Schools Division Superintendent.**

**Appointments, transfer of personnel and financial matters should wait for the return of the Schools Division Superintendent.**

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

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

For guidance and compliance.

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

0070-OIC-EVA S. TOLENTINO



San Roque, Virac, Catanduanes  
052-8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph