



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

June 28, 2024

**MEMORANDUM TO:**

**CECILE C. FERRO**  
Asst. Schools Division Superintendent

In view of the official travel of the undersigned to Municipality of Viga, Baras and Gigmoto on **July 1-3, 2024**, for the Municipal Teachers Assembly, 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:

**CECILE C. FERRO**  
Asst. Schools Division Superintendent  
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

0073-OIC-CECILE C. FERRO



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