

DepEd Division of Catanduanes
RECORDS SECTION
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BY: JP No: 251
DATE: 30 JUL 2024 TIME: 3:28



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

July 30, 2024

MEMORANDUM TO:

EVA S. TOLENTINO
Administrative Officer V

In view of the attendance of the undersigned to **Naga City Camarines Sur** on **July 31 to August 02, 2024** for the **Regional Orientation Conferences on the Implementation of the JHS Education Service Contracting (ESC), Teachers' Salary Subsidy (TSS), and SHS Voucher Program (SHS VP) in School Year 2024-2025** 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.


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

0081-OIC-EVA S. TOLENTINO



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