



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

November 28, 2023

MEMORANDUM TO:

ACHILLES V. ALBERTO I

Education Program Specialist II

In view of the official business travel of the SGOD Chief to **DepEd Central Office, Asset Management Division, Meralco Avenue, Pasig City** to **submit Property Acknowledgement Reports of Selected 4 Central Schools and 4 Implementing Units/Secondary Schools Provided with 200 units of Dell Laptop last June 2023 and to claim additional 50 units of Dell Laptop on November 28-30, 2023**, you are hereby designated to take charge of the Schools Governance and Operations Division and act on all routinely matters and urgent administrative concerns.

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

By Authority of the Schools Division Superintendent:

ACHILLES V. ALBERTO I

Education Program Specialist II
Officer-In-Charge, SGOD

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

For guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

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