



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



August 11, 2023

MEMORANDUM TO:

ACHILLES V. ALBERTO I

Education Program Specialist II

In view of the attendance of the SGOD Chief to Legazpi City for the **Regional Contingency Planning – Trainers’ Training (TOT) and Executive Training for Regional Management Committee** on **August 15-17, 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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