



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

June 5, 2023

MEMORANDUM TO:

EVA S. TOLENTINO
Administrative Officer V

In view of the official travel of the Administrative Officer IV (Records) on **June 6-10, 2023** for the capacity enhancement training and seminar entitled **Valuing Public Records thru the Establishment of Effective Records Disposition Program**, you are hereby designated to take charge of the Records Unit and act on all routinely matters and urgent administrative concerns.

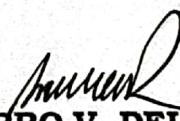
For this purpose, you will sign official papers, thus:

By Authority of the Schools Division Superintendent:

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge, Records Unit

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

For guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

0051-OIC- EVA S. TOLENTINO



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