



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



August 18, 2023

**MEMORANDUM TO:**

**MA. LUISA T. DELA ROSA**

Assistant Schools Division Superintendent

In view of the attendance of the undersigned to Pasay City for the **2023 NATIONAL ASSEMBLY OF EDUCATION LEADERS** on **August 20-23, 2023** you are hereby designated to take charge of the 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:

**MA. LUISA T. DELA ROSA**

Assistant 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

0078-OIC-MA. LUISA T. DELA ROSA



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