



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

July 6, 2023

MEMORANDUM TO:

MARK LESTER V. URBANO

Administrative Officer II

In view of the leave of absence of Ms. Marichelle B. Llave, AO IV on July 7 and July 14, 2023, you are hereby designated to take charge of the Human Resource Management Office 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:

MARK LESTER V. URBANO

Administrative Officer II

Officer-In-Charge, HRMO

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

For guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

0003 - OIC-MARK LESTER V. URBANO



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