



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

June 9, 2023

**MEMORANDUM TO:**

**ROMA ANGELEE A. SOLEYBAR**  
Administrative Officer II

In view of the attendance of the Administrative Officer IV (HRMO) to Naga City for the 13<sup>th</sup> Regional Convention of Human Resource Management Practitioners on June 13-15, 2023 and to Sorsogon City for the GSIS Meeting on June 16, 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:

**ROMA ANGELEE A. SOLEYBAR**  
Administrative Officer II  
Officer-In-Charge, HRMO

A report on all papers signed by you should be prepared and submitted to the Administrative Officer IV (HRMO) upon her return.

For guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

0052-OIC- ROMA ANGELEE A. SOLEYBAR



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