



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 3, 2023

**MEMORANDUM TO:**

**GINA B. PANTINO**

Education Program Supervisor

In view of the attendance of the undersigned to Sofitel Philippines Plaza Manila, CCP Complex, ROxas Boulevard, Pasay, Metro Manila on **March 7-10, 2023** for the **2023 National Election Summit Plenary Session** you are hereby designated to take charge of the division in coordination with **Atty. Norlito Jr. P. Agunday**, Legal Officer 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:

**GINA B. PANTINO**

Education Program Supervisor

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.

**SUSAN S. COLLANO**

Schools Division Superintendent

00019-OIC-GINA B. PANTINO



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