



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



March 11, 2023

MEMORANDUM TO:

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent

In view of the leave of absence of the undersigned from March 20-24, 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
Asst. 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 and transfer of personnel should wait for the return of the Schools Division Superintendent.

However, you are authorized to sign the following documents.

1. Disbursement Voucher/Petty Cash Voucher
2. Checks
3. LDDAP
4. ACIC'
5. Endorsement Letter for Incoming School Head
6. Authority to Handle Cash Advance
7. Authority to Transfer Accountability
8. Reversal of AP
9. LDDAP-IC Enrollment

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

