



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 3, 2023

MEMORANDUM TO:

ROMEL G. PETAJEN
Chief Education Supervisor

In view of the attendance of the undersigned to Marison Hotel, Legazpi City on **March 6, 2023**, for the **Regional Industry Leaders' Conference: Private Sector Support for Early Grade Learning** 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:

ROMEL G. PETAJEN
Chief Education 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

00021-OIC-ROMEL G. PETAJEN



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