



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

March 31, 2023

MEMORANDUM TO:

EVA S. TOLENTINO
Administrative Officer V

In view of the reporting of the undersigned to her new assignment in Naga City on **April 3, 2023**, 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:

EVA S. TOLENTINO
Administrative Officer V
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.

A handwritten signature in black ink, appearing to read "SUSAN S. COLLANO".

SUSAN S. COLLANO
Schools Division Superintendent

00030-OIC-EVA S. TOLENTINO-OIC



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes