



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

February 6, 2023

MEMORANDUM TO:

MA. LOURDES M. SORRA
Project Development Officer I

In view of the attendance of the SGOD Chief to Caramoran and Pandan District on **February 6-10, 2023** for the **2023 Mid-Year Break In-Service Training (INSET)**, you are hereby designated to take charge of the School Governance and Operation 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. LOURDES M. SORRA
Project Development Officer I
Officer-In-Charge, SGOD

A report on all papers signed by you should be prepared and submitted to the SGOD Chief upon her return.

For guidance and compliance.


SUSAN S. COLLANO, CESO V
Schools Division Superintendent

0012-OIC-MA. LOURDES M. SORRA-CID



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