



Republic of the Philippines
Department of Education
Region V - Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

October 3, 2024

DIVISION MEMORANDUM

No. 424 s. 2024

**OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT FROM OCTOBER 7-18, 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SGOD and CID Personnel
OSDS Unit Heads
School-Based Personnel
All Others Concerned

1. In view of the attendance of the undersigned to the Commission on Audit (COA) Joint Entrance Conference for CY 2024 Audit on October 7-9, 2024, Home Visit Privilege on October 10-11, 2024, attendance to the BRAA Post 2024 Palarong Pambansa Evaluation Cum Sports Technical Working Group (TWG) and Stakeholders Appreciation/Recognition on October 14, 2024, Regional Management Committee (REMANCOM) Meeting on October 15-17, 2024 and leave on October 18, 2024, all concerned are hereby informed that **ATTY. NORLITO JR. P. AGUNDAY** is designated to take charge of the division and act on all routine matters and urgent administrative concerns.

For this purpose, he will sign official papers, thus this should appear on documents for his signature:

By Authority of the OIC-Schools Division Superintendent:

ATTY. NORLITO JR. P. AGUNDAY

Legal Officer III
Officer-In-Charge

2. For information and guidance.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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