



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

May 31, 2024

MEMORANDUM TO:

CECILE C. FERRO

Asst. Schools Division Superintendent

In view of the travel (On Official Time) of the undersigned to Betham English, Than Pho, Ho Chi Minh City (Saigon), Vietnam on **June 6-7, 2024** for the 2024 International Educators Conference & Global Educators Awards, you are hereby designated to take charge of the division and act on all routine matters and urgent administrative concerns.

For this purpose, you will sign official papers, thus:

By Authority of the Schools Division Superintendent:

CECILE C. FERRO

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, transfer of personnel and financial matters 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. ACIC
4. LDDAP
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



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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.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

0060-OIC-CECILE C. FERRO
SDS/JMT/5-31-24



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