



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

July 5, 2024

**MEMORANDUM TO:**

**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III – Legal Officer

In view of the attendance of the undersigned to Cebu City for the 2024 Palarong Pambansa on July 8-9, 2024 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:

**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III – Legal Officer  
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.

*[Signature]*  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

00075-OIC-ATTY. NORLITO JR P. AGUNDAY



San Roque, Virac, Catanduanes  
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