



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

July 5, 2024

MEMORANDUM TO:

CECILE C. FERRO
Asst. Schools Division Superintendent

In view of the attendance of the undersigned to Cebu City for the 2024 Palarong Pambansa on July 10-12, 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:

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

In addition, you will represent the undersigned in official and civic functions in which the Schools Division Superintendent is involved.



San Roque, Virac, Catanduanes
052-8114063



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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

0076-OIC-CECILE C. FERRO
SDS/JMT/7-5-24



San Roque, Virao, Catanduanes



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