



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

January 16, 2024

MEMORANDUM TO:

MA. DOLORES T. CERDON
Administrative Officer II

In view of the leave of absence of Ms. Marichelle B. Llave, Administrative Officer IV, on **January 22-26, 2024**, you are hereby designated to take charge of the Personnel Section 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. DOLORES T. CERDON
Administrative Officer II
Officer-In-Charge, Personnel Section

A report on all papers signed by you should be prepared and submitted to the Administrative Officer IV – Personnel Section upon her return.

For guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

005-OIC-MA. DOLORES CERDON
SDS/jmt/01/16/24



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