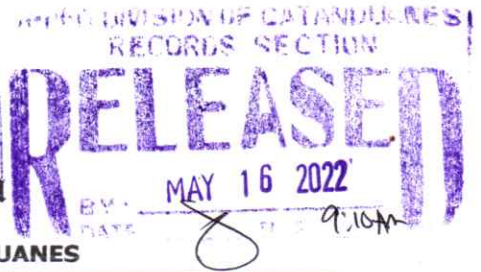




Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



16 MAY 2022

**DIVISION MEMORANDUM**

No. 225, s. 2022

**DESIGNATION OF ASDS MA. LUISA T. DELA ROSA AS OFFICER-IN-CHARGE**

**TO :** Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private School Heads  
SDO Personnel  
All Others Concerned

This office informs the field that in the exigency of service due to the leave of absence of the undersigned from May 21, 2022 to July 3, 2022, or until the return to her duty, the Office of the Secretary has designated **ASDS MA. LUISA T. DELA ROSA** as Officer-In-Charge to the Office of the Schools Division Superintendent.

The designation bears the authority to assume the powers, duties, and responsibilities of a Schools Division Superintendent. Thus, she is authorized to sign communications and approve appointments delegated to the Schools Division Superintendent under Department Orders No. 29, s. 1975, No. 1, s. 2003, No. 66 s. 2008, No. 41, s. 2009 and No. 67, s. 2016 as revised.

ASDS Dela Rosa shall sign official correspondence as follows:

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

For the information, guidance, and compliance of all concerned.

**SUSAN S. COLLANO**  
Schools Division Superintendent

SSC-DM-001-5-16-22- DESIGNATION OF ASDS MA. LUISA T. DELA ROSA AS OFFICER-IN-CHARGE



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com  
DepEd Tayo-Region V - Catanduanes



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

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Office of the Schools Division Superintendent

May 16, 2022

**MA. LUISA T. DELA ROSA**

Assistant Schools Division Superintendent

Dear **ASDS Dela Rosa**:

Warmest greetings!

Please acknowledge receipt of the copy of your Designation Order signed by Secretary Leonor Magtolis-Briones as Officer-in-Charge, Office of the Schools Division Superintendent, SDO Catanduanes effective May 21, 2022 to July 3, 2022 or until the return to duty of the undersigned.

Thank you.

Very truly yours,

**SUSAN S. COLLANO**

Schools Division Superintendent

cc:  
HRMO

SDS/SSC  
05/16/2022



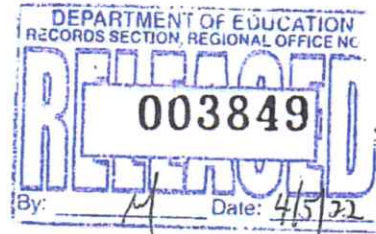
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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

March 30, 2022

**DR. SUSAN S. COLLANO**  
Schools Division Superintendent  
Division of Catanduanes  
Virac, Catanduanes



Dear **Dr. Collano**:

Greetings!

Please acknowledge receipt of herewith copy of the Order signed by Secretary Leonor Magtolis Briones designating Dr. Ma. Luisa T. dela Rosa as the Officer-In-Charge of the Office of the Schools Division Superintendent (OIC-SDS) in the Schools Division Office of Catanduanes, in connection with your travel abroad to United States of America (USA) effective May 21, 2022 to July 3, 2022, or until your return to duty.

Thank you and God bless!

Very truly yours,

  
**GILBERT T. SADSAD**  
Regional Director

AD/PS/MATB  
03/30/2022



Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**

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Field Operations, Palarong Pambansa Secretariat, and DEACO

23 March 2022

**Dr. GILBERT T. SADASAD**

Regional Director  
DepEd Region V  
Rawis, Legazpi City

Dear **Director Sadsad**:

Please be advised of the Order signed by Secretary Leonor Magtolis Briones for the designation of **Dr. MA. LUISA T. DELA ROSA** as Officer-in-Charge of the Office of the School Division Superintendent (OIC-SDS) in the Schools Division Office of Catanduanes, effective from 21 May 2022 to 03 July 2022 or until the return to duty of SDS Collano.

Please be guided accordingly.

Very truly yours,

  
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary*



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

To : **Dr. MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Schools Division Office of Catanduanes  
Thru the Regional Director  
DepEd Region V  
Rawis, Legazpi City

Subject: Designation Order

Date : 23 March 2022

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In the exigency of service, you are hereby designated as Officer-in-Charge of the Office of the Schools Division Superintendent (OIC-SDS) in the Schools Division Office of Catanduanes, effective from 21 May 2022 to 03 July 2022 or until the return to duty of SDS Collano.


This designation bears the authority to assume the powers, duties, and responsibilities of a School Division Superintendent. Thus, you are authorized to sign communications and approve appointments delegated to Schools Division Superintendent under Department Orders No. 29, s. 1975, No. 1, s. 2003, No. 66, s. 2008, No. 41, s. 2009 and No. 67, s. 2016, as revised.

You shall sign official correspondence as follows:

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

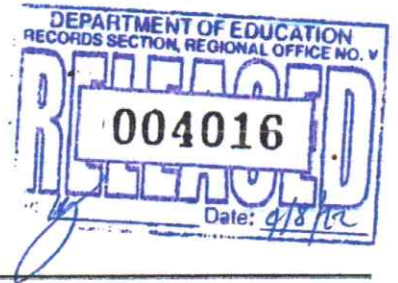
As Officer-In-Charge, you are entitled to the representation and transportation allowances (RATA), except the salary of the position.

Please be guided accordingly.

  
**LEONOR MAGTOLIS BRIONES**  
*Secreta*



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



**4<sup>th</sup> Endorsement**  
April 7, 2022

Respectfully returned to the **Schools Division Superintendent, Division of Catanduanes**, Virac, Catanduanes, inviting attention to the preceding endorsement of Regional Director Wilfredo H. Cabral OIC-Office of the Undersecretary, Human Resource and Organizational Development dated March 29, 2022, which is self-explanatory, contents noted.

**GILBERT T. SADSAD**

Regional Director

FRANCISCO B. BULALACAO, JR.

CHIEF, CLMD

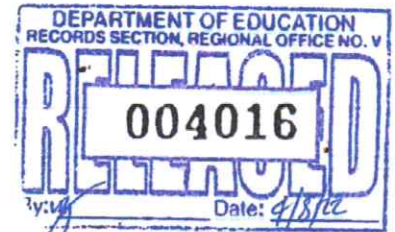
*OIC, Office of the Rg. Supt.*

re: Approved travel abroad on personal business May 21, 2022 to July 03, 2022  
of DR. SUSAN S. COLLANO, Schools Division Superintendent,  
Division of Catanduanes

Encl. as stated  
AD/PS/MATB/RBB  
04/07/2022



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



**4<sup>th</sup> Endorsement**  
April 7, 2022

Respectfully returned to the **Schools Division Superintendent, Division of Catanduanes**, Virac, Catanduanes, inviting attention to the preceding endorsement of Regional Director Wilfredo H. Cabral OIC-Office of the Undersecretary, Human Resource and Organizational Development dated March 29, 2022, which is self-explanatory, contents noted.

**GILBERT T. SADSAD**  
Regional Director

**FRANCISCO B. BULALACAO, JR.**  
CHIEF, CLMD

*OK, approving the Rg. Director*

re: Approved travel abroad on personal business May 21, 2022 to July 03, 2022  
of DR. SUSAN S. COLLANO, Schools Division Superintendent,  
Division of Catanduanes

Encl. as stated  
AD/PS/MATB/RBB  
04/07/2022



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



DM-HROD-2022-0480

3rd Indorsement  
29 March 2022

Respectfully returned to Dr. Gilbert T. Sadsad, Regional Director, DepEd Region V, Regional Center Site, Rawis, Legazpi City, approving the herein request for authority to travel abroad in **United States of America** of Ms. **SUSAN S. COLLANO**, Schools Division Superintendent, Schools Division Office of Catanduanes, that Region, during the period of her vacation leave **with pay from 21 May 2022 to 23 June 2022 and without pay from 24 June 2022 to 3 July 2022**, subject to travel regulations by the relevant government agencies. In addition, that no government funds shall be used for the purpose and ensure that her travel shall not adversely affect the services in the Division. In this regard, the Head of Office may hire a substitute or assign a personnel to temporarily assume the tasks and accountability of the concerned personnel. Provided further that if applicable, payment of benefits (i.e. honoraria, overtime pay, etc.) shall be made subject to the availability of funds and to accounting rules and regulations.

While her request for authority to travel abroad has been approved, attention is invited to the provisions provided in Item A (2 d) of the Resolution No. 80, s. 2020 by Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID), dated 22 October 2020, amending Section 7, Paragraph 2 of the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, which states that:

*“Outbound travel of Filipinos, regardless of purpose, may be allowed subject to compliance with the following requirements: For those travelling on tourist or short-term/visitor visas, submission of confirmed round-trip tickets and adequate travel and health insurance to cover travel disruptions and hospitalization in case of COVID-19 infections during their allowable period of stay abroad; Execution of a Bureau of Immigration Declaration acknowledging the risks involved in travelling. Including risk of delay in their return trip, to be provided at the check-in counters by the airlines; Whenever required by the country of destination or the airline, a Negative COVID-19 test taken in accordance with the health and safety protocols of such destination country or airline; and Upon return, they shall follow the Guidelines of the National Task Force (NTF) for Returning*



*Overseas Filipinos*". Further, provided that these provisions shall not be interpreted to allow outbound travel by Filipinos to countries where travel restrictions are in place.

Moreover, that said personnel will not seek employment during the said travel pursuant to *DECS Order No. 50, s. 1989*, and if such information is obtained about employment while abroad the same can be a ground for dropping from the rolls.

Should Ms. **Collano** decide to proceed with her travel abroad, she shall notify her Schools Division Office, Regional Office and Central Office of her decision to proceed for monitoring purposes

Lastly, personnel coming from travel abroad to countries with confirmed cases of 2019-nCoV are required to comply with the guidelines on self-quarantine mandated by the IATF-MEID and the CSC M.C. No. 23, s. 2020, entitled *Interim Guidelines on Absences of Government Officials and Employees During the Community Quarantine Due to COVID-19 Pandemic*; and CSC M.C. No. 2, s. 2022, entitled *Amendment to the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment of COVID-19*. A medical certificate shall be submitted to her respective HR Unit that she is cleared as being fit to report back to work.

For compliance.

By the Authority of the Secretary:

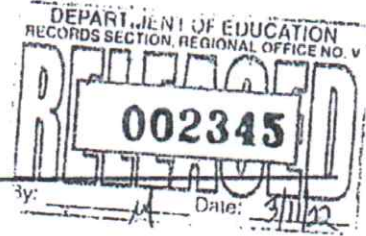
  
WILFREDO T. CABRAL

Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

[PD/Pandaca]



Republic of the Philippines  
Department of Education  
REGION V - BICOL



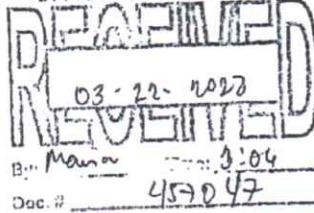
2<sup>nd</sup> Endorsement

March 9, 2022

Respectfully forwarded to **Secretary Leonor Magtolis Briones, Department of Education, DepEd Complex, Meralco Avenue, Pasig City** (ATTN: The Chief, Personnel Division), recommending approval of the herein travel abroad, on **personal business of DR. SUSAN S. COLLANO**, Schools Division Superintendent of the Division of Catanduanes, this Region, on **May 21, 2022 to July 3, 2022 in United States of America**, in view of the reason contained in the basic letter dated February 28, 2022.

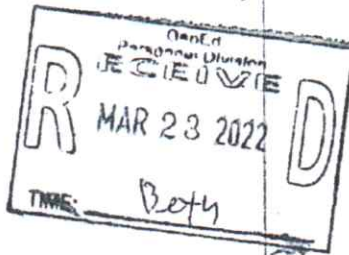
GILBERT T. SADSAD  
Regional Director

DEPARTMENT OF EDUCATION  
OFFICE OF SECRETARY



RE - JCS - 2022 - 03 - 324

Encl.: As stated  
AD/PS/MATB/REMZ  
3/9/2022



Regional Center Site, Rawis, Legazpi City 4500

0917 178 1288  
region5@deped.gov.ph

