



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 3, 2025

**DIVISION MEMORANDUM**

No. 546 s. 2025

**OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS  
DIVISION SUPERINTENDENT ON JULY 3 & 4, 2025**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
SGOD and CID Personnel  
OSDS Unit Heads  
School-Based Personnel  
All Others Concerned

1. In view of the home visit privilege of the OIC-SDS, all concerned are hereby informed that Atty. Norlito Jr. P. Agunday and Ms. Eva S. Tolentino are designated to take charge of the Schools Division Office and act on all routine matters and urgent administrative and financial concerns on July 3 & 4, 2025.

For this purpose, they will sign on official documents, thus this should appear on documents for their signature:

(For Administrative)

By Authority of the OIC-Schools Division  
Superintendent:

**ATTY. NORLITO JR. P. AGUNDAY**  
Division Legal Officer

(For Financial)

By Authority of the OIC-Schools Division  
Superintendent:

**EVA S. TOLENTINO**  
Administrative Officer V

2. For information and guidance.

**CECILE C. FERRO CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent