



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

March 4, 2024

**MEMORANDUM TO:**

**ROMA ANGELEE A. SOLEYBAR**  
Administrative Officer II

In view of the leave of absence of the Administrative Officer IV (HRMO) on **March 4, 2024 P.M., March 5-6, 2024, March 7, 2024 P.M. and March 8, 2024** you are hereby designated to take charge of the Human Resource Management Office 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:

**ROMA ANGELEE A. SOLEYBAR**  
Administrative Officer II  
Officer-In-Charge, HRMO

A report on all papers signed by you should be prepared and submitted to the Administrative Officer IV (HRMO) upon her return.

For guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

0024-OIC-SOLEYBAR  
SDS/jmt/03/5/24



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