



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

DepEd-Division of Catanduanes
 RECORDS SECTION
RELEASED
 BY: _____ No: 107
 DATE: 02 APR 2024 TIME: 9:30

April 2, 2024

MEMORANDUM TO:

CECILE C. FERRO
 Asst. Schools Division Superintendent

In view of the attendance of the undersigned to Naga City for the **CY 2024 2nd Regular Regional Management Committee Meeting on April 2, 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.

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

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

0033-OIC-CECILE C. FERRO
 SDS/JMT/4-2-24



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