



DepEd-Division of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: [Signature] No: 172  
DATE: 21 MAY 2024 TIME: 6:40

Republic of the Philippines

Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

May 20, 2024

**MEMORANDUM TO:**

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

In view of the leave of absence of the Administrative Officer IV (HRMO) on **May 21-23, 2024** you are hereby designated to take charge of the Human Resource Management Office 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:

**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.

[Signature]  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

0053-OIC-SOLEYBAR



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