



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

June 3, 2024

**MEMORANDUM TO:**

**ACHILLES V. ALBERTO**  
Education Program Specialist II

In view of the official travel of the SGOD Chief to Legazpi City for the **WORKSHOP ON THE OFFICE PERFORMANCE PLANNING AND ASSESSMENT FOR FY 2024** on **June 3-4, 2024**, you are hereby designated to take charge of the Schools Governance and Operations Division 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:

**ACHILLES V. ALBERTO**  
Education Program Specialist II  
Officer-In-Charge, SGOD

A report on all papers signed by you should be prepared and submitted to the SGOD Chief upon her return.

For guidance and compliance.

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

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