



DepEd-Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: *[Signature]* No: 206  
DATE: 03 JUN 2024 TIME: 4:25

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

June 3, 2024

**MEMORANDUM TO:**

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

In view of the leave of absence of the Administrative Officer IV (HRMO) on **June 3-7, 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

0066-OIC-SOLEYBAR



San Roque, Virao, Catanduanes

052-8114063

catanduanes@depd.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph