



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

November 11, 2022

**MEMORANDUM TO:**

**MA. LUISA T. DELA ROSA**  
Asst. Schools Division Superintendent

In view of the attendance of the undersigned to **Subic Bay Exhibition and Convention Center, Subic Bay Freeport Zone, Olongapo, Zambales** for the **2022 National Planning Conference (NPC)** on **November 14-17, 2022** and to **Cebu City** for the **Regional Re-Orientation and Simulation Activities for Agency MSP and RSA Guidelines for Central Office and Field Offices** on **November 15 - 19, 2022**, you are hereby designated to take charge of the 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:

**MA. LUISA T. DELA ROSA**  
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 and transfer of personnel should wait for the return of the Schools Division Superintendent.**

**However you are authorized to sign the following documents;**

1. Disbursement Voucher
2. Checks
3. ACIC
4. LDDAP
5. Endorsement Letter for Incoming School Head
6. Authority to Handle Cash Advance
7. Authority to Transfer Accountability
8. Reversal of AP
9. LDDAP-IC Enrollment

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.

**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

