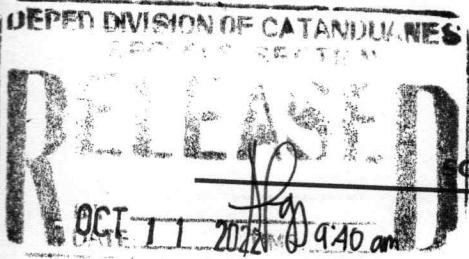




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



October 11, 2022

**MEMORANDUM TO:**

**AROLINE T. BORJA**  
Education Program Supervisor

In view of the attendance of the SGOD Chief to the Naga City on **October 10-14, 2022** for the **CY 2022 4<sup>th</sup> Regular Regional Management Committee (ReManCom) Meeting cum Staff Work (CSW) Training-Workshop**, 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:

**AROLINE T. BORJA**  
Education Program Supervisor  
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.

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

0004-OIC-AROLINE T. BORJA-SGOD



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

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October 6, 2022

**SUSAN S. COLLANO**  
Schools Division Superintendent  
This Office

Madam:


Good day.

This is to request permission for Ms. AROLINE T. BORJA, Education Program Supervisor SGOD to be the Officer in Charge of the School Governance and Operations Division on October 10-14, 2022 of the attendance to the CY 2022 Fourth Regular Regional Management Committee (ReManCom) Meeting cum Staff Work (CSW) Training-Workshop.

Approval of this request is prayed.

Thank you.

Very truly yours,

  
**MARY JEAN S. ROMERO**  
Chief Education Supervisor

Approved: 

**SUSAN S. COLLANO**  
Schools Division Superintendent



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