



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

January 12, 2023

MEMORANDUM TO:

AROLINE T. BORJA
Education Program Supervisor

In view of the attendance of the undersigned to Lotus Blu Hotel, Yashano Mall, Legazpi City on **January 16-20, 2023** for the **Regional Re-Orientation and Simulation Activities for Agency Merit Selection Plan (MSP) and Recruitment, Selection, and Appointment (RSA) Guidelines for Central Office and Field Offices** you are hereby designated to take charge of the division in coordination with **Atty. Norlito Jr. P. Agunday**, Legal Officer 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

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, transfer of personnel and financial matters should wait for the return of the Schools Division Superintendent.

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
Schools Division Superintendent

0003-OIC-AROLINE T. BORJA



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