



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

October 4, 2022

MEMORANDUM TO:

ATTY. NORLITO JR P. AGUNDAY

Attorney III – Legal Officer

In view of the attendance of the undersigned to Naga City for the **CY 2022 Fourth Regional Regular Management Committee (ReManCom) Meeting** on **October 10-11, 2022** and **Crash Course on Completed Staff Work (CSW) for DepEd Region V Education Leaders** on **October 12-14, 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:

ATTY. NORLITO JR P. AGUNDAY

Attorney III – Legal Officer

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

0001-OIC-NORLITO JR P. AGUNDAY



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes