



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

December 2, 2022

**MEMORANDUM TO:**

**EVA S. TOLENTINO**  
Administrative Officer V

In view of the attendance of the undersigned to Sto. Domingo, Albay on **December 15-17, 2022** for the **CY 2022 5<sup>th</sup> Regular Regional Management Committee (REMANCOM) Meeting** 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:

**EVA S. TOLENTINO**  
Administrative Officer V  
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

00011-OIC-EVA S. TOLENTINO



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