



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



December 2, 2022

MEMORANDUM TO:

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

In view of the attendance of the undersigned to Santiago Isabela, Metro Manila, Pampanga and Legazpi City on **December 4-15, 2022** for the **Regional Run for Region II, 1st Election Pre-summit, Conduct of Validation and Review Workshop on the Draft Employee Welfare and Well Being, Cy 2022 Regional Policy, Planning and Research Conference and CY 2022 Fifth 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:

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

0005-OIC-MA. LUISA T. DELA ROSA-SDO

