



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

December 23, 2022

**MEMORANDUM TO:**

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

In view of the work from home arrangement of the undersigned on **January 2-6 2023**, 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/Petty Cash 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

0013-OIC-MA. LUISA T. DELA ROSA-SDO

