

RELEASED

BY: *[Signature]* No: *601*
DATE: *14 NOV 2024* TIME: *10:25*



Republic of the Philippines
Department of Education
Region V - Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

November 14, 2024

DIVISION MEMORANDUM

No. *601* s. 2024

**OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT FROM NOVEMBER 15 to 20, 2024**

To: Chief Education Supervisors
SGOD and CID Personnel
OSDS Unit Heads
School-Based Personnel
All Others Concerned

1. This is to inform all concerned that **MS. EVA S. TOLENTINO** is designated to take charge of the division and act on all routine matters and urgent administrative & financial concerns since the undersigned will be physically away from the office and will be on official travel from November 18 to 20, 2024 to attend the Budget Preparation Workshop for FY 2026 of DepEd Region V in Legazpi City.

For this purpose, she will sign official papers, thus this should appear on documents for her signature:

By Authority of the OIC-Schools Division Superintendent:

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge

2. For information and guidance.

[Signature]
CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent