



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 4, 2025

MEMORANDUM TO:

DELFIN A. BONDAD
OIC-Asst. Schools Division Superintendent

In view of the home visit of the undersigned on February 6 & 7, 2025, you are hereby designated to take charge of the division and act on all routine matters and urgent administrative concerns from February 6 & 7, 2025.

For this purpose, you will sign official documents, thus:

By Authority of the OIC-Schools Division
Superintendent:


DELFIN A. BONDAD
OIC-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-making should wait for the OIC-Schools Division Superintendent. These, among others, are: Appointment/Designation, Transfer of Personnel, Teachers' Travel Abroad and Proposals for activities with Sub-Allotment Release Order and with Budget requirements.

In addition, you will represent the undersigned in official and civic functions in which the Schools Division Superintendent is invited to attend.

A report on the papers signed by you should be prepared and submitted upon her return.

For guidance and compliance.


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



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