



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



April 6, 2022

**MEMORANDUM TO:**

**ATTY. NORLITO JR P. AGUNDAY**  
Attorney III

In view of the official travel of the undersigned to **Legazpi City/ Camarines Sur** on **April 7-8, 2022**, 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:

**ATTY. NORLITO JR P. AGUNDAY**  
Attorney III  
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

