



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

DepEd - Division of Catanduanes
RECORDS SECTION
RELEASED
BY: *[Signature]* No: 125
DATE: 12 APR 2024 TIME: 5:30

April 5, 2024

MEMORANDUM TO:

ROMA ANGELEE A. SOLEYBAR
Administrative Officer II

In view of the leave of absence of the Administrative Officer IV (HRMO) on **April 12, 2024** you are hereby designated to take charge of the Human Resource Management Office and act on all routine matters and urgent administrative concerns.

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

By Authority of the Schools Division Superintendent:

ROMA ANGELEE A. SOLEYBAR
Administrative Officer II
Officer-In-Charge, HRMO

A report on all papers signed by you should be prepared and submitted to the Administrative Officer IV (HRMO) upon her return.

For guidance and compliance.

[Signature]
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

0034-OIC-SOLEYBAR



San Roque, Virao, Catanduanes
052-8114063