



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

April 2, 2024

MEMORANDUM TO:

ATTY. NORLITO JR. P. AGUNDAY
Attorney III – Legal Officer

In view of the attendance of the undersigned to Naga City for the **CY 2024 2nd Regular Regional Management Committee Meeting on April 3-5, 2024**, you are hereby designated to take charge of the division 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:

ATTY. NORLITO JR. P. AGUNDAY
Attorney III – Legal Officer
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.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

0034-OIC-ATTY
SDS/JMT/4-2-24



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