



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



August 11, 2022

MEMORANDUM TO:

ATTY. NORLITO JR. P. AGUNDAY

Legal Officer III

In view of the attendance of the undersigned to Legazpi City for the **REGIONAL CONTINGENCY PLANNING TRAINERS' TRAINING (TOT) AND EXECUTIVE FOR REGIONAL MANAGEMENT COMMITTEE** on August 14-17, 2023 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

Legal Officer 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.

SOCORRO V. DELA ROSA, CESO V

Schools Division Superintendent

0076-OIC-ATTY NORLITO JR. P. AGUNDAY



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