



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 15, 2025

DIVISION MEMORANDUM

No. 440, s. 2025

**OFFICERS-IN-CHARGE OF THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT FROM MAY 19 TO 27 AND JUNE 2 TO 10, 2025**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
SGOD and CID Personnel
OSDS Unit Heads
School-Based Personnel
All Others Concerned

1. In view of the official and personal travels of the OIC-SDS on the given dates, all concerned are hereby informed that the following are designated to take charge of the urgent administrative and financial concerns of the School Division Office.

Date	Designated Personnel	Concerns to Address
May 19, 2025	Eva S. Tolentino	Administrative & Financial
May 20, 2025	Atty. Norlito Jr. P. Agunday	Administrative
May 21-23, 2025	Floren P. Clavo	Administrative
May 26 & 27, 2025	Eva S. Tolentino	Financial
May 26 & 27, 2025	Atty. Norlito Jr. P. Agunday	Administrative
June 2, 2025	Dr. Delfin A. Bondad	Administrative & Financial
June 3-6, 2025	Eva S. Tolentino	Financial
June 3-6, 2025	Atty. Norlito Jr. P. Agunday	Administrative
June 9 & 10, 2025	Eva S. Tolentino	Financial
June 9 & 10, 2025	Atty. Norlito Jr. P. Agunday	Administrative

2. During their assignment, they will sign official documents, thus after their name and designation the word Office-In-Charge should appear.

3. For information and guidance.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent