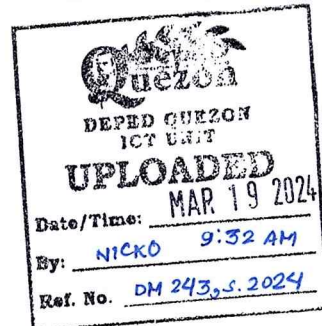




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 March 2024

DIVISION MEMORANDUM

DM No. 243, s. 2024

**OFFICER-IN-CHARGE (OIC) IN REGARD TO THE TOP MANAGEMENT'S
ATTENDANCE IN PHILIPPINE ASSOCIATION OF SCHOOL SUPERINTENDENTS
(PASS) ANNUAL NATIONAL CONVENTION**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In view of the Top Management's attendance at the Philippine Association of School Superintendents (PASS) Annual National Convention in Pasay City on March 19-21, 2024 and Regional Management Committee Meeting on March 22, 2024, **Ms. Maria Dolores D. Atienza**, Administrative Officer V, is hereby designated as the Officer-In-Charge from **March 19-22, 2024**.
2. The Officer-In-Charge shall sign all routine communications, except appointments and financial matters, on behalf of the Head of Office.
3. In connection, all official correspondence shall be signed as follows:


FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

MARIA DOLORES D. ATIENZA
Administrative Officer V

4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-003



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