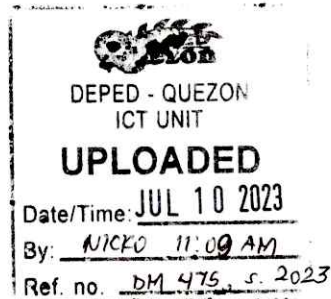




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 July 2023

**DIVISION MEMORANDUM**  
**DM No. 475, s. 2023**

**OFFICER-IN-CHARGE IN LIEU OF THE SCHOOL DIVISION SUPERINTENDENT'S  
OFFICIAL BUSINESS IN CENTRAL OFFICE**

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

1. In view of the Superintendent's official business in DepEd Central Office, **Ms. Catherine A. Pureza**, *Administrative Officer V/ Budget Officer III*, is hereby designated as the *Officer-In-Charge* on **July 10, 2023**. She will sign all routine communications except personnel appointments and financial matters.
2. In this connection, official correspondence shall be signed as follows:  
  
FOR:  
  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent  
  
BY:  
  
**CATHERINE A. PUREZA**  
Administrative Officer V/ Budget Officer III
3. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

osdskoo07/10/2023

DEPEDQUEZON-TM-SDS-04-009-003



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