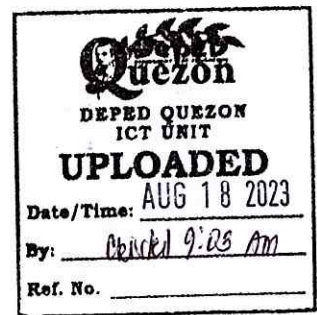




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 August 2023

DIVISION MEMORANDUM
DM No. 614, s. 2023

**OFFICER-IN-CHARGE (OIC) IN REGARD TO THE TOP MANAGEMENT'S
ATTENDANCE AT THE REGIONAL MANAGEMENT
COMMITTEE MEETING**

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 Regional Management Committee Meeting in Imus City, **Ms. Maria Dolores D. Atienza**, *Administrative Officer V*, is hereby designated as the *Officer-In-Charge* on **August 18, 2023**.
2. She 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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