



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



Office of the Regional Director


26 October 2020

Regional Memorandum

DESIGNATION OF ARD AS OFFICER-IN-CHARGE

To **Schools Division Superintendents**
All Regional Officials and Employees
All Others Concerned

1. In the interest of public service and to ensure the timely and expeditious release of documents, **RUTH L. FUENTES**, Assistant Regional Director, is hereby designated as the Officer-in-Charge, Office of the Regional Director during the official travel of the undersigned effective October 28, 2020 until his return to duty.
2. As such, she is authorized to sign routine office documents in behalf of the undersigned Regional Director, except:
 - a. Certain Personnel Actions such as Appointments, Designations, Dropping from the Rolls;
 - b. DBM-related transactions; and
 - c. MOOE & PS expenses that require the exclusive approval of the undersigned.
3. She is likewise authorized to deal with all concerns, especially of walk-in clients.
4. For information and guidance of all concerned.


WILFREDO E. CABRAL
Regional Director

ad/agtp



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
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