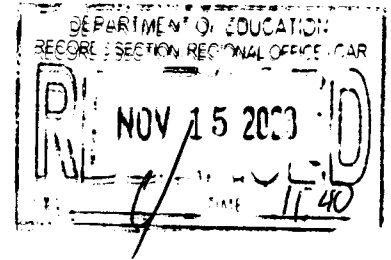




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



MEMORANDUM

To : **CORNELIA D. ADACI-DULNUAN**
Supervising Administrative Officer
Administrative Services Division

From : **MAKSIM A. BOTILAS**
Chief Administrative Officer
Administrative Services Division

Date : November 13, 2023

Subject : **Designation as In-Charge of Office**

You are hereby designated as In-Charge of Office of the Administrative Services Division from **November 14-17, 2023**.

As officer-in-charge, you shall sign communications as follows:

CORNELIA D. ADACI-DULNUAN
Supervising Administrative Officer
Administrative Services Division
In-Charge of Office

The designation carries with it the authority to act on **routine matters** for the smooth operation of the office without additional compensation, remuneration or other monetary consideration. Policy and fiscal matters are excluded from this memorandum.

You are to appraise the undersigned in writing of the transactions that transpired during the period by accomplishing the attached template.

This designation automatically ends when the Chief of Office arrives.

Approved:


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director