



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Region X
DIVISION OF MALAYBALAY CITY
Casisang, Malaybalay City



OFFICE MEMORANDUM

102
MALAYBALAY CITY OFFICE
RELEASED
Date: 7-8-15 Time: 4:00
[Signature]

To: Anavella V. Rivera
Releasing Clerk, Records Unit

Jerson A. Dayoc
Admin. Aide I/Messenger

All Division Office Personnel
This Division

From: EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent *[Signature]*

Date: July 7, 2015

Re: Cut-off Time of Messengerial Services

Due to limited fuel allocation of the motor vehicle and frequent rainfall especially in the afternoon, this Office hereby resets the cut-off time of messengerial services to 9 o'clock in the morning. Documents/communications submitted to the releasing clerk for dispatch beyond the cut-off time shall be released the following day.

For compliance