



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

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122091

October 22, 2013

MEMORANDUM

DESIGNATION OF DISTRICT CARETAKER OF THE MALAYBALAY CITY NORTH DISTRICT

TO : **Teofilo L. Ontoy, Jr.**
ESP-I, Kalasungay CS
Malaybalay City North District

235
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 10-23-13 Time: 10:07
By: [Signature]

FROM : **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

1. Due to the mandatory retirement of PSDS Apolinario Ravidas, you are hereby designated as **District Caretaker** of the Malaybalay City North District effective October 22, 2013 until a qualified personnel shall assume the Office of the Public Schools District Supervisor of the Malaybalay City North District.
2. In addition to your regular duties as School Principal of Kalasungay CS, you are hereby directed to perform the duties and responsibilities as District Caretaker without additional remuneration, to wit:
 - Collate and consolidate reports;
 - Coordinate activities of the district specifically those in preparation to Division affairs/activities'
 - Sign the Daily Time Records of the School Heads;
 - Other matters requiring policy-determining decisions including instructional supervision over other School Heads has to be referred to the District Steward and the Office of the Schools Division Superintendent; and,
 - Perform other tasks assigned from time to time.
3. This Order shall take effect immediately until revoked.
4. For compliance.

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