



Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts.,
City of Malaybalay
Telefax # 088-813-2894 or 221-4597



MEMORANDUM

2013 - 01 - 0301
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 01/28/13 Time: 4:26 PM
By: [Signature]

To : JUTCHEL L. NAYRA, DPA
Administrative Officer V

From : Schools Division Superintendent
This Division

Date : January 28, 2013

In view of my attendance to the **5th Regional Management Committee (MANCOM) Meeting on January 29-30, 2013** at **Pearlmount Hotel, Cagayan de Oro City**. You are hereby designated as **Officer In Charge**, Office of the Schools Division Superintendent.

You shall represent the undersigned in meetings which calls for his presence. You shall act on routine matters of the SDS's Office. Matters which need policy-determining decisions should be held in abeyance until **January 31**.

Your designation will take effect on **January 29, 2013**.

For information, guidance and compliance.

[Signature]
EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent