



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

229
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 8/23/13 Time: 9:13 AM
By: M Anabelle

To : LETECIA N. PALLE
Education Program Supervisor in Math

From : Schools Division Superintendent
This Division

Date : August 22, 2013

In view of my attendance to attend the **First General Assembly for 2013 for the Turn-over Rites and Presentation of the Newly-Elected Officers on August 27, 2013**, 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 August 27, 2013.

Your designation will take effect on **August 27, 2013**

For information, guidance and compliance.

Edilberto L. Oplenaria
EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent