



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

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DepED MALAYBALAY CITY DIVISION
RELEASED
Date: 01-14-14 Time: 3:19 PM
By: *Raymelle J. Jansen*

To: **JUTCHEL L. NAYRA**
Administrative Officer V

From: **Schools Division Superintendent**
This Division

Date: **January 14, 2014**

In view of my attendance to attend the 1st **Regional MANCOM on January 15, 2014 at RELC, 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 15, 2014**.

Your designation will take effect on **January 15, 2014**.

For information, guidance and compliance

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EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent