



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Casisang, City of Malaybalay  
Telefax # 088-314-0094



**MEMORANDUM**

050  
SCHOOLS DIVISION OFFICE  
MALAYBALAY CITY  
**RELEASED**  
Date: 3/4/15 Time: 1:23 PM  
*[Signature]*

To: ANA BELEN S. MURING  
Education Program Supervisor

From: Schools Division Superintendent  
This Division

Date: March 4, 2015

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In lieu of my attendance to attend the Conference on the Finalization of the List of Senior High Schools for SY 2016-2017 on March 5, 2015, 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 on March 5, 2015.

Your designation will take effect on March 5, 2015.

For information, guidance and compliance.

*[Signature]*  
EDILBERTO L. OPLENARIA  
Schools Division Superintendent