



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon  
Telefax # 088-314-0094



**MEMORANDUM**

2015-09-426  
DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: SEP 21 2015 Time: 3:41  
By: [Signature]

To: **LORENZO O. CAPACIO Ed. D**  
Chief Education Specialist - S/OOD

From: **Schools Division Superintendent**  
This Division

Date: **September 21, 2015**


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In view of my attendance to attend the Pre-Workshop on Senior High School Plan Adjustment for the 1<sup>st</sup> Cohort (SY 2016-2017) on September 22, 2015 at RELC, Lapasan, 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 **September 22, 2015**.

Your designation will take effect on **September 22, 2015**.

For information, guidance and compliance.

  
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent

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SDS  
Records Section