

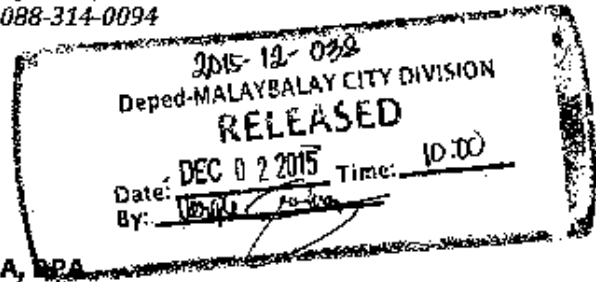


DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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



**MEMORANDUM**



To: **JUTHELL L. NAYRA, CPA**  
Administrative Officer V

From: **Schools Division Superintendent**  
This Division

Date: **December 1, 2015**


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In view of my attendance for the Senior High School Convention at Metro Manila on December 2-4, 2015, you are hereby designated as Officer In-Charge, Office of the Schools Division Superintendent on December 4, 2015.

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 December 4, 2015.

Your designation will take effect on December 4, 2015.

For information, guidance and compliance.

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

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SDS  
Records Section