



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon
Telefax # 088-314-0094

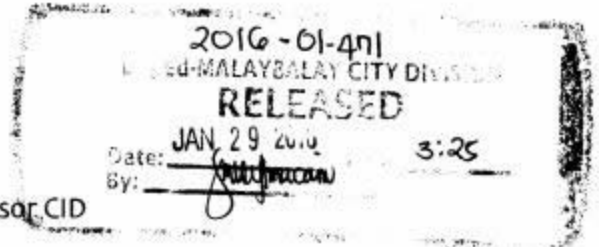


MEMORANDUM

To: **RALPH T. QUIROG**
Chief Education Supervisor, CID

From: **Schools Division Superintendent**
This Division

Date: **January 27, 2016**



In view of my forced leave of absence on February 3, 4 and 5, 2016, 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 **February 5, 2016**.

Your designation will take effect on **February 3, 2016**.

For information, guidance and compliance.


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

Copy furnished:

SDS
Records Section