



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

Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon  
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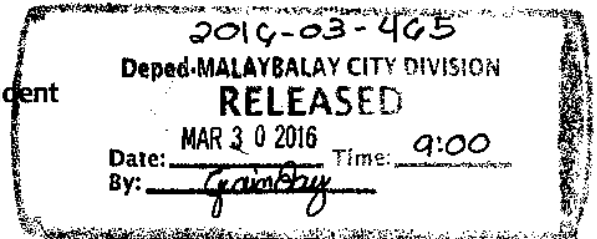


**MEMORANDUM**

To: **ATTY. OPHELIA PILAR RUBIO ZAMORA**  
Attorney III

From: **Schools Division Superintendent**  
This Division

Date: **March 29, 2016**




In view of my attendance to the Moving-Up/Graduation/Completion Ceremony at Can-ayan IS, Apo Macote ES and Aglayan CS on April 1, 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 **April, 2016**.

Your designation will take effect on **April 1, 2016**.

For information, guidance and compliance.

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

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SDS  
Records Section