



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



**MEMORANDUM**

DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: JUN 16 2016 Time: 8:00  
By: [Signature]

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

From: **Schools Division Superintendent**  
This Division

Date: **June 15, 2016**

In view of my attendance to DBM and DepEd Regional Office X, Cagayan de Oro City, to get important documents on June 16, 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 **June 16, 2016**.

Your designation will take effect on **June 16, 2016**.

For information, guidance and compliance.

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

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SDS  
Records Section