



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

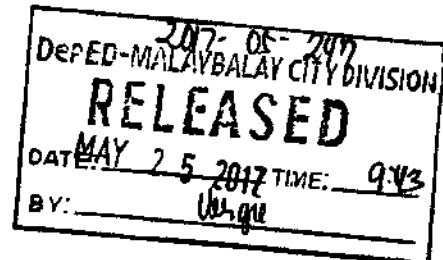


**MEMORANDUM**

To: **JUTHEL L NAYRA, DPA**  
Administrative Officer V

From: **Schools Division Superintendent**  
This Division

Date: **May 24, 2017**



In view of my attendance to the Division Mass Training of Grade VI Teachers of the K to 12 Basic Education Program on May 25-26, 2017 at Hotel Conchita, 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 **May 26, 2017**.

Your designation will take effect on **May 25, 2017**.

For information, guidance and compliance.

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

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SDS  
Records Section