



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

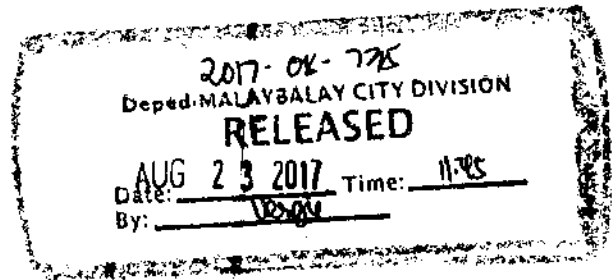


**MEMORANDUM**

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

From: **Schools Division Superintendent**  
This Division

Date: **August 22, 2017**



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In view of my Leave of Absence on August 25-31, 2017, 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 **August 31, 2017**.

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

For information, guidance and compliance.

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

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SDS  
**Records Section**

To be posted in the website