



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



MEMORANDUM

To: **LORENZO O. CAPACIO, Ed.D.**
 Chief Education Supervisor – SGOD

From: **Schools Division Superintendent**
 This Division

Date: **November 10, 2017**

2017-11-215

DePED-MALAYBALAY CITY DIVISION

RELEASED

DATE: NOV 13 2017 TIME: 2:15

BY: Teje

In view of my attendance to the Financial Management Operations Manual Seminar-Workshop for Non-Implementing Units on November 13-15, 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 **November 15, 2017**.

Your designation will take effect on **November 13, 2017**.

For information, guidance and compliance.


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

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 SDS
 Records Section