



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

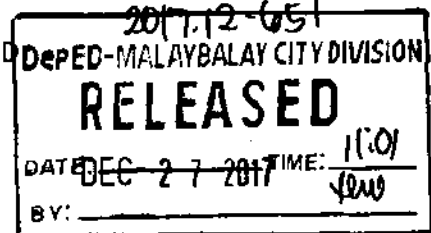


MEMORANDUM

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

From: **Schools Division Superintendent**
This Division

Date: **December 22, 2017**



In view of my official travel on December 26-28, 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 **December 28, 2017**.

Your designation will take effect on **December 27, 2017**.

For information, guidance and compliance.


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

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SDS
Records Section