



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon  
Telefax # 088-314-0094

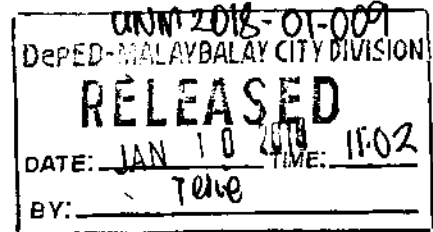


**MEMORANDUM**

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

From: **Schools Division Superintendent**  
This Division

Date: **January 10, 2018**



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In view of my attendance to the 2018 Conduct of Regional Monitoring, Evaluation, and Adjustment Conference (RMEA) at Grand City Hotel, Cagayan de Oro City on January 11-12, 2018, 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 **January 12, 2018**.

Your designation will take effect on **January 10, 2018 (PM)**.

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