



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-2018-02-393
DepED-MALAYBALAY CITY
RELEASED
DATE: AUG 29 2018 TIME: 1:00
BY: _____

DIVISION MEMORANDUM
No. 393 s. 2018

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned**

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: August 26, 2018

SUBJECT: DESIGNATION OF OFFICER-IN-CHARGE IN THE PERSONNEL SERVICES

In the exigency of the service, this Office hereby designates **Rufelia J. Limbengco**, Administrative Officer IV, as **Officer-In-Charge (OIC) of the Personnel Services** due to the leave absence of Guia Ma. G. Villahermosa, Administrative Officer IV, and Jutchel L. Nayra, Administrative Officer V, from August 28 to August 31, 2018.

In the addition to her regular duties, the OIC shall perform the duties and responsibilities within the scope of the Personnel Services without additional remuneration and benefits.

This Order shall take effect until revoked.

For compliance.

Copy furnished:
Records Unit
Personnel Unit
AO File

TO BE POSTED IN THE WEBSITE