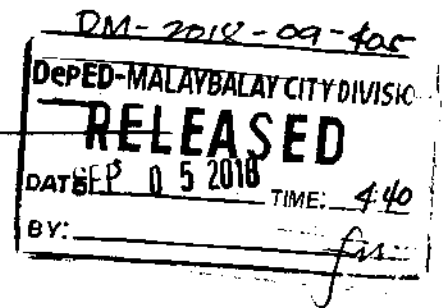




Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM  
NO. 405, s.2018

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors and Staff, CID and SGOD  
Section Unit Heads and Staff, OSDS  
School Heads and Teaching / Non-Teaching Staff  
All Others Concerned

FROM:   
**REBONGAMIL R. BAGUIO**  
Schools Division Superintendent

Date: September 05, 2018

Re: **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 of absences of Ms. Guia Ma. G. Villahermosa, Administrative Officer IV, and Jutchel L. Nayra, Administrative Officer V, from September 5, 2018 until her return.

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.

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Records Unit  
Personnel Unit  
AO File

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