



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



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December 26, 2012

DIVISION MEMORANDUM

No. 192, s. of 2012

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 12/27/12 Time: 8:25 AM
By: ian9th

**DESIGNATION OF INFORMATION OFFICER BY DISTRICT FOR ELEMENTARY
AND BY SCHOOL FOR THE SECONDARY, CY 2013**

To: Education Program Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
This Division

1. Pursuant to Division Memorandum No. 162, s. 2012 Re: Official Website of the Division of Malaybalay city, all District Supervisors and Secondary School Heads are directed to designate/appoint an **Information Officer** and indorse their names to the office.
2. An information officer will serve as a point person to submit district and school achievements/milestones, accomplishment reports, articles, and other publication materials(preferably with pictures) to be posted ONLINE by submitting hard copy with affixed signatures of the appropriate officials authorizing its publication online and provide soft copy either thru this email address depedmalaybalay@gmail.com or USB/CD. It should be submitted to the Schools division Superintendent Attention: Division ICT Coordinator.
3. Immediate dissemination of and strict compliance of this Memorandum is desired.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

ras/12/26/12