

Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts.,
City of Malaybalay
Telefax # 088-813-2894 or 221-4597

234
Deped-MALAYBALAY CITY DIVISION
RELEASED
Date: 10-23-13 Time: 10:08
By: JAVELSON



MEMORANDUM

To: **JASMIN J. ADRIATICO**
Education Program Supervisor

From: **Schools Division Superintendent**
This Division

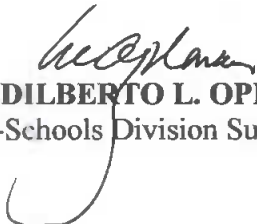
Date: **October 23, 2013**

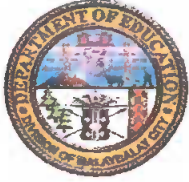
In view of my attendance to attend the **Regional Integrated Competition**. You are hereby designated as Officer In-Charge, Office of the Schools Division Superintendent.

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 **October 23, 2013**.

Your designation will take effect on **October 23, 2013**.

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent



122091

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

Corner Don Carlos-Guingona St., City of Malaybalay
Contact Numbers: 813-2894, 221-4597
Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



October 22, 2013

MEMORANDUM

**DESIGNATION OF DISTRICT CARETAKER OF THE
MALAYBALAY CITY NORTH DISTRICT**

TO : Teofilo L. Ontoy, Jr.
ESP-I, Kalasungay CS
Malaybalay City North District

235
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 10-23-13 Time: 10:07
By: [Signature]

FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. Due to the mandatory retirement of PSDS Apolinario Ravidas, you are hereby designated as **District Caretaker** of the Malaybalay City North District effective October 22, 2013 until a qualified personnel shall assume the Office of the Public Schools District Supervisor of the Malaybalay City North District.
2. In addition to your regular duties as School Principal of Kalasungay CS, you are hereby directed to perform the duties and responsibilities as District Caretaker without additional remuneration, to wit:
 - Collate and consolidate reports;
 - Coordinate activities of the district specifically those in preparation to Division affairs/activities'
 - Sign the Daily Time Records of the School Heads;
 - Other matters requiring policy-determining decisions including instructional supervision over other School Heads has to be referred to the District Steward and the Office of the Schools Division Superintendent; and,
 - Perform other tasks assigned from time to time.
3. This Order shall take effect immediately until revoked.
4. For compliance.

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