



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



**MEMORANDUM**

302  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

Date: 10/25/13 Time: 8:53 AM  
By: [Signature]

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

From: **Schools Division Superintendent**  
**This Division**

Date: **October 24, 2013**

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In view of my attendance to attend the **One-Day Course on Procurement at De Luxe Hotel, Capt. Vicente Roa St., Cagayan De Oro City**. 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 25, 2013.

Your designation will take effect on **October 25, 2013**.

For information, guidance and compliance.

*[Signature]*  
EDILBERTO L. OPLENARIA  
OIC-Schools Division Superintendent