



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



DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: 2-18-13 Time: 11:26
By: [Signature]

MEMORANDUM

To : **PARISO L. ORONG**
Secondary School Principal IV

From : Schools Division Superintendent
This Division

Date : February 15, 2013

In view of my Leave of Absence on February 18-20, 2013. 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 **February 22, 2013**

Your designation will take effect on **February 18, 2013**.

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent