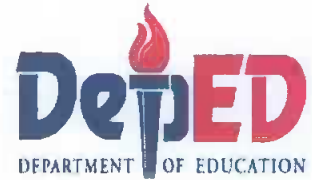




Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts.,
City of Malaybalay
Telefax # 088-813-2894 or 221-4597



MEMORANDUM

2013-03-030
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 3/4/13 Time: 10:15 AM
By: [Signature]

To : LETICIA N. PALLE
Education Program Supervisor-Math

From : Schools Division Superintendent
This Division

Date : March 1, 2013

In view to my attendance to **the training for the May 13, 2013 National & Local Elections on March 4, 5, & 6**. 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 **March 7, 2013**

Your designation will take effect on **March 4, 2013**.

For information, guidance and compliance.

EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent