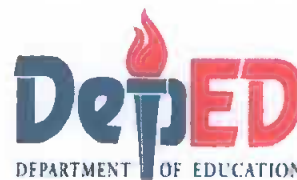




Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts.,
City of Malaybalay
Telefax # 088-813-2894 or 221-4597



MEMORANDUM

321
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 7/31/13 Time: 3:45 P.M
By: [Signature]

To : **Leticia N. Palle**
Education Program Supervisor

From : **Schools Division Superintendent**
This Division


Date : July 31, 2013

In view to my attendance to **the Technical Assistance for the Preparation for the Senior High School cum Regional Mancom to be held at Pine Hills Hotel, Malaybalay City on August 1-2, 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 **August 2, 2013**

Your designation will take effect on **August 1, 2013.**

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
Officer In charge
Office Of the Schools Division Superintendent