



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

360
DIVISION OF MALAYBALAY CITY DIVISION
RELEASED
Date: 1/17/14 Time: 4:23 PM
By: Anabelle

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

From: **Schools Division Superintendent**
This Division

Date: **January 17, 2014**

In view of my attendance to attend the **Superintendent Leadership Program (SLP) at Manila on January 19-25, 2014**. 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 **January 24, 2014**.

Your designation will take effect on **January 20, 2014**.

For information, guidance and compliance


EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent