



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

To: **Jasmin J. Adriatico**
Education Program Supervisor

From: **Schools Division Superintendent**
This Division

Date: **February 21, 2014**

203
SCHOOLS DIVISION
RELEASED
2/24/14 Time: 9:42 AM
ADM. Annabelle

In view of my attendance to attend the **Superintendent Leadership Program on February 24-28, 2014 at Antipolo 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 **February 28, 2014**.

Your designation will take effect on **February 24, 2014**.

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent