



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



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MALAY CITY DIVISION
RELEASED
03-07-14 Time 9:12am
[Signature]

MEMORANDUM

To: **Jutchel L. Nayra, DPA**
Administrative Officer V

From: **Schools Division Superintendent**
This Division

Date: **March 6, 2014**

In view of my **Privilege Leave on March 7, 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 **March 7, 2014**.

Your designation will take effect on **March 7, 2014**.

For information, guidance and compliance.

[Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent