



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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DIVISION OF MALAYBALAY CITY DIVISION
RELEASED
Date: 4-3-14 Time: 09:03
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MEMORANDUM

To: **NOVEM A. SESCON**
Human Resource Officer I

From: **Schools Division Superintendent**
This Division


Date: **April 3, 2014**

In view of my attendance to attend the **Division Mancom** to be held at **Zamboanguita, Malaybalay City on April 4, 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 **April 4, 2014.**

Your designation will take effect on **April 3, 2014, 3:00pm.**

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent