



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: **RALP T. QUIROG**
Education Program Supervisor

From: **Schools Division Superintendent**
This Division

Date: **June 20, 2014**

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Deped-MALAYBALAY CITY DIVISION
RELEASED
Date: 6/20/14 Time: 2:16 PM
By: [Signature]

In view of my attendance to attend the **Superintendent Leadership Program (SLP) on June 22-27 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 **June 27, 2014.**

Your designation will take effect on **June 23, 2014.**

For information, guidance and compliance.

[Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent