



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: **JUTCHEL L. NAYRA**
ADMINISTRATIVE OFFICER V

From: **Schools Division Superintendent**
This Division

Date: **July 9, 2014**


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DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: 7/10/14 Time: 8:26 AM
[Signature]

In view of my attendance to attend the **Regionwide Launching of the Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM)** by the Civil Service Commission at **RELC Lapasan, Cagayan de Oro City on July 10, 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 my presence. You shall act on routine matters of the SDS's Office. Matters which need policy-determining decisions should be held in abeyance until **July 10, 2014**.

Your designation will take effect on **July 10, 2014**.

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent