



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597

016
MALAYBALAY CITY DIVISION

RELEASED

no: 12/2/14 Time: 8:15 AM



MEMORANDUM

To: **RALPH T. QUIROG**
Education Program Supervisor

From: **Schools Division Superintendent**
This Division


Date: **December 1, 2014**

In view of my sick leave of absence **on December 2-3, 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 **December 3, 2014**.

Your designation will take effect on **December 2, 2014**.

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent