



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



April 30, 2015

DIVISION MEMORANDUM

No. 143

s. 2015

602
DepEd-MALAYBALAY CITY DIVISION
RELEASED
MAY 04 2015 Time: 9:09
Date: Time:
By:

**TO : Chief Education Supervisors and Staff, Schools Governance and Operations Division (SGOD) & Curriculum Implementation Division (CID)
School Heads (Elementary and Secondary)
Section Heads and Staff
All Others Concerned**

FROM : 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

RE : AUTHORIZED PERSONNEL TO PERFORM THE DOCUMENTATION, AUTHENTICATION, VERIFICATION AND CERTIFICATION PER SDO'S RATIONALIZED STRUCTURE AND JOB DESIGN

1. Consistent to the DepEd SDO's Rationalized Structure and job design, you are hereby notified that Mrs. Florabelle R. Porras, Administrative Officer IV (Records Officer) shall perform the documentation, authentication, verification, and certification effective May 4, 2015.
2. For your information and guidance.

Copy furnished:
Records Section
AO File

TO BE POSTED IN THE WEBSITE