



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, City of Malaybalay
Telefax # 088-314-0094



MEMORANDUM

To: **ANALY L. OCIER**
Education Program Supervisor

From: **Schools Division Superintendent**
This Division

Date: **February 12, 2015**

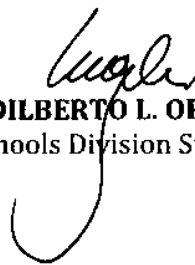
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MALAYBALAY CITY DIVISION
RELEASED
FEB 13 2015 Time: 8:08 AM
J. Ambelle

In lieu of my travel to attend the CY 2015 Fund Release and FY 2016 Budget Preparation at Cagayan de Oro City on February 13, 2015, 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 **February 13, 2015**.

Your designation will take effect on **February 13, 2015**.

For information, guidance and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent