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

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aped-MALAYBALAY CITY DIVIS
RELEASED
APR 13 2015
Date: Time: 8:20

MEMORANDUM

To: **LORENZO O. CAPACIO, Ed. D**
Chief Education Supervisor (Governance)

From: **Schools Division Superintendent**
This Division

Date: **April 10, 2015**

In view of my attendance to attend the Exit Conference on April 13, 2015 at Cagayan de Oro 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 **April 13, 2015.**

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

For information, guidance and compliance.

EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

Copy furnished:
SDS
Lorenzo O. Capacio
Records Section