



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon
Telefax # 088-314-0094



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MALAYBALAY CITY
RELEASED
Date: JUN 24 2015 Time: 8:05
[Signature]

MEMORANDUM

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

From: **Schools Division Superintendent**
This Division

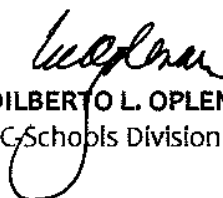
Date: **June 23, 2015**

In view of my attendance to attend the Appreciation Course on Product Information for Executive/Agency Heads on June 24, 2015 and CESB Circle Forum on June 25, 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 **June 25, 2015**.

Your designation will take effect on **June 24, 2015**.

For information, guidance and compliance.


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

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SDS
Records Section