



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon
Telefax # 088-314-0094

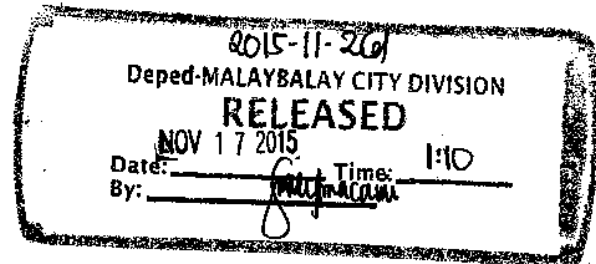


MEMORANDUM

To: **JUTCHEL L. NAYRA, DPA**
Administrative Officer V

From: **Schools Division Superintendent**
This Division

Date: **November 16, 2015**



In view of my attendance for the conduct of instructional supervision and monitoring of school program and projects and installation of the new PSDS of Malaybalay City District 10, 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 **November 19, 2015**.

Your designation will take effect on **November 17, 2015**.

For information, guidance and compliance.


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

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SDS
Records Section