



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

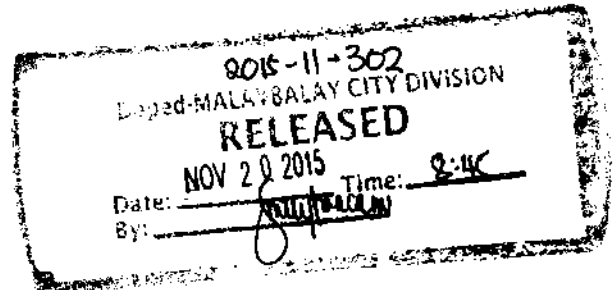


**MEMORANDUM**

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

From: **Schools Division Superintendent**  
This Division

Date: **November 19, 2015**




---

In view of my attendance for Gov. Jose Ma. R. Zubiri 2<sup>nd</sup> Invitational Council-Wide Jamborette, Venture and Kawan Holiday at Maramag Elementary School, 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 20, 2015**.

Your designation will take effect on **November 20, 2015**.

For information, guidance and compliance.

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

Copy furnished:

SDS  
Records Section