



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

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

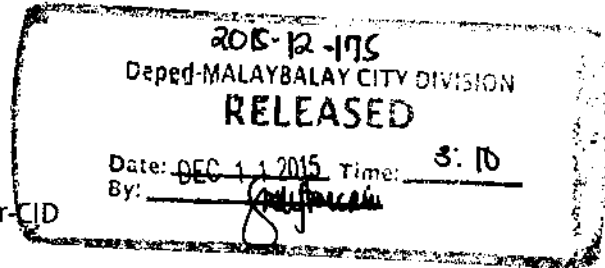


MEMORANDUM

To: **RALPH T. QUIROG**
Chief Education Supervisor-CID

From: **Schools Division Superintendent**
This Division

Date: **December 11, 2015**



In view of my force leave on December 21-22, 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 **December 22, 2015**.

Your designation will take effect on **December 21, 2015**.

For information, guidance and compliance.


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

Copy furnished:

SDS
Records Section