



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

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

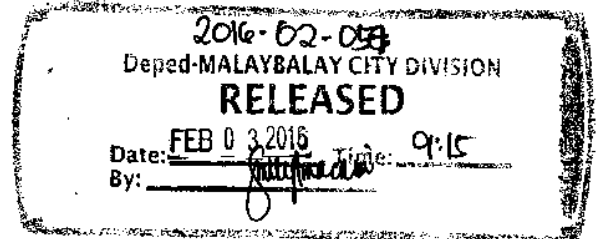


MEMORANDUM

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

From: **Schools Division Superintendent**
This Division

Date: **February 2, 2016**



In view of my attendance to the Workshop on Senior High School Plan Adjustment on February 8 to 11, 2016, 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 **February 11, 2016**.

Your designation will take effect on **February 8, 2016**.

For information, guidance and compliance.


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

Copy furnished:

SDS
Records Section