



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



2016-07-016
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: JUL 04 2016 Time: 11:40
By: *[Signature]*

MEMORANDUM

To: **ATTY. OPHELIA PILAR RUBIO-ZAMORA**
Attorney III

From: **Schools Division Superintendent**
This Division

Date: **July 4, 2016**

In view of my travel to pick up machine parts for the government vehicle on July 4, 2016 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 **July 4, 2016**.

Your designation will take effect on **July 4, 2016**.

For information, guidance and compliance.

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

Copy furnished:
SDS
Records Section