



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

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



2016-09-230
Dated MALAYBALAY CITY DIVISION
RELEASED

Date: SEP 19 2016 Time: 12:00
By: *[Signature]*

MEMORANDUM

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

From: **Schools Division Superintendent**
This Division

Date: **September 16, 2016**

In view of my attendance to the 5th Regional Management Committee (MANCOM) Meeting at NEAP, Cagayan de Oro City on September 20, 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 **September 20, 2016**.

Your designation will take effect on **September 20, 2016**.

For information, guidance and compliance.

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

Copy furnished:
SDS
Records Section