



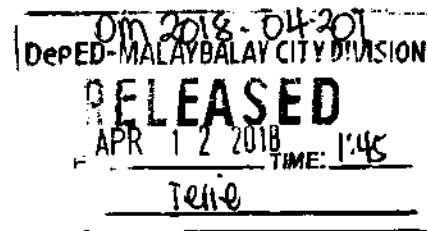
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



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DIVISION MEMORANDUM

No. 201 s, 2018



To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Administrative Officer V, Administrative Services
Attorney III, Legal Services
Accountant III, Finance Services
Elementary, Junior and Senior High School Heads
Teaching, Related Teaching and Non-Teaching Personnel
This Division

Subject: **DESIGNATION OF OFFICERS-IN-CHARGE**

Date: April 12, 2018

1. In the pursuit of effective, efficient and continuous service to clientele, these key officials are designated as Officers-In-Charge in the absence of the Schools Division Superintendent in this order:

- a. Sunny Ray F. Amit
Assistant Schools Division Superintendent
- b. Ralph T. Quirog
Chief Education Supervisor, Curriculum Implementation Division
- c. Lorenzo O. Capacio
Chief Education Supervisor, Schools Governance and Operations Division
- d. Jutche L. Nayra
Administrative Officer V, Administrative Services

2. It is understood that they shall only discharge duties and responsibilities within the purview of this designation. Hence, policy-determining issues shall be referred to the Schools Division Superintendent.

3. Immediate and wide dissemination of this memorandum to all concerned is desired.

REBONFAMIL R. BAGUIO
Schools Division Superintendent

12 April 18