




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

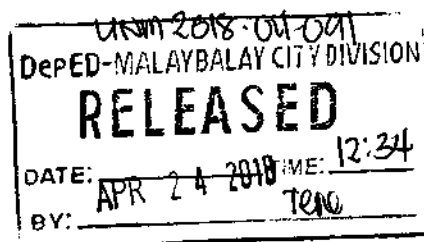
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MEMORANDUM

TO : Chief Education Supervisors and Staff, CID and SGOD
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned

FROM:  **REBONGAMIL R. BAGUIO**
Schools Division Superintendent



Date: April 23, 2018

Re : **Designation of Officers-In-Charge of Administrative Services**

1. In the exigency of the services, these are the key officials designated as Officers-In-Charge in the absence of Administrative Officer V of the Administrative Services in this order:

- a. Florabelle R. Porras
Administrative Officer IV-Records
- b. Darvy C. Daguimol
Administrative Officer IV--Property & Supply
- c. Guia Ma. G. Gamutin
Administrative Officer IV-Personnel
- d. Rufelia J. Limbengco
Administrative Officer IV-Cash

2. It is understood that they shall only discharge duties and responsibilities within the extent of the designation. Hence, policy-determining issues shall be referred to the Administrative Officer V of the Administrative Services.

3. For your information and guidance.

cc: Records Unit