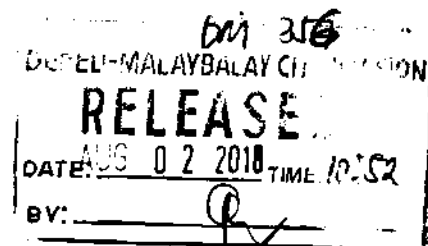




Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY



**DIVISION MEMORANDUM**

No. 356 s. 2018

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

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

**DATE: July 6, 2018**

**SUBJECT: DESIGNATION OF OFFICER-IN-CHARGE IN THE PERSONNEL SERVICES**

In the exigency of the service, this Office hereby designates **Jutchel L. Nayra**, Administrative Officer V, as **Officer-in-Charge (OIC) of the Personnel Services** due to the leave absence of Guia Ma. G. Villahermosa, Administrative Officer IV, from July 9 to 13, 2018 and July 26, 2018 until her return.

In the addition to the regular duties, the OIC shall perform the duties and responsibilities within the scope of the Personnel Services without additional remuneration and benefits.

This Order shall take effect until revoked.

For compliance.

Copy furnished:

Records Unit  
Personnel Unit  
AO File

**TO BE POSTED IN THE WEBSITE**