



Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

DM-2019-462  
RELEASED  
DATE: DEC 13 2019  
TIME: 1:15  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 462, s.2019

**Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Administrative Officer V, Administrative Services  
Administrative Officer V, Budget Services  
Attorney III, Legal Services  
Accountant III, Finance Services  
Elementary and Secondary School Heads  
Teaching Related and Non-Teaching Personnel  
All Others Concerned**

**FROM: VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

**DATE:** December 13, 2019

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

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, School Governance and Operations Division
- d. **Jutchel L. Nayra**  
Administrative Officer V

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.