



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2022-48235
DM - 2022 - 03 - 109
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 03/03/2022 TIME: 3:09 pm
BY: MKR 03/03/2022

DIVISION MEMORANDUM

No. 109, s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

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

Date: March 3, 2022

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. Aliena S. Dajay
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. Manuel D. Dinlayan II
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.



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph