



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

2022-57570

DM 444  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 AUG 25 2022 Time: 2:37  
 By: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 444, s. 2022

**To:** Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Administrative Officer V, General Services  
 All Others Concerned

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

**Date:** August 25, 2022

**SUBJECT: DESIGNATION OF OFFICERS-IN-CHARGE IN THE OFFICE OF  
 THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

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

- a. **Ralph T. Quirog**  
 Chief Education Supervisor, Curriculum Implementation Division
- b. **Lorenzo O. Capacio**  
 Chief Education Supervisor, School Governance and Operations Division
- c. **Manuel D. Dinlayan II**  
 Administrative Officer V

2. It is understood that they shall only discharge duties and responsibilities within the purview of this designation. Concerns that are policy-determining should be held in abeyance until her return.

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



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