



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

DM-2022-09-525  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
DATE: 9/29 Time: 1:00  
By:

**DIVISION MEMORANDUM**

No. 525, s. 2022

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

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

**DATE : September 29, 2022**

**SUBJECT : DISSEMINATION OF MEMORANDUM OUA-OUT-081822-009, RE:  
OFFICER -IN-CHARGE OF THE ASSET MANAGEMENT DIVISION  
UNDER ADMINISTRATIVE SERVICE-CENTRAL OFFICE**

1. For information and guidance, this Office hereby disseminates **Memorandum OUA-OUT-081822-009, s. 2022, re: Officer-In-Charge of the Asset Management Division Under Administrative Service-Central Office** which is self-explanatory.

2. All concerns, requests, transactions related to AMD Central Office shall be addressed to Mr. Alano. He shall sign official correspondence in the following manner:

**ALBERT C. ALANO**  
Officer-in-Charge  
Asset Management Division, Administrative Service

3. Should there be queries, contact **Rosalio P. Arango**, Education Program Supervisor, SGOD at **0917 159 4825** and/or **Glenda Perla A. Berse**, Council Scout Executive at **0917 564 2622**.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
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Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)

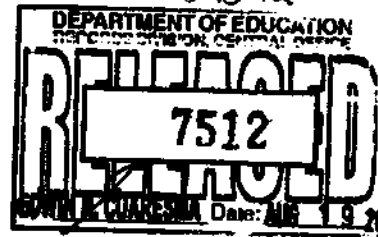


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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa



OUA-OUT-081822-009

**MEMORANDUM**  
18 August 2022

**TO :** REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER  
SCHOOLS DIVISION SUPERINTENDENTS CONCERNED  
SCHOOLS HEADS AND TEACHERS CONCERNED

  
**FROM :** **ATTY. KRISTIAN R. ABLAN, CESO I**  
Undersecretary for Administration

**SUBJECT :** **OFFICER-IN-CHARGE OF THE ASSET MANAGEMENT DIVISION UNDER ADMINISTRATIVE SERVICE-CENTRAL OFFICE**

Pursuant to the Office of the Undersecretary for Administration Office Order No. 01, s. 2022, please be informed that **Mr. Albert C. Alano**, Supervising Administrative Officer of the Asset Management Division (AMD) under the Administrative Service - Central Office, is the newly designated **Officer-in-Charge** of the **AMD** effective **17 August 2022**.

All concerns, requests, transactions related to AMD Central Office shall be addressed to Mr. Alano. He shall sign official correspondence in the following manner:

**ALBERT C. ALANO**  
Officer-in-Charge  
Asset Management Division, Administrative Service

This Order takes effect immediately and shall remain in force unless otherwise revoked. All previous issuances inconsistent with this Order or parts thereof are hereby deemed repealed, revoked, or superseded accordingly.

For guidance and compliance.

