



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

2023-70829

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DEPED MALAYBALAY CITY DIVISION
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By: *[Signature]*

DIVISION MEMORANDUM

No. 114, s. 2023

To: Chief Education Supervisors, CID and SGOD
Administrative Officer V, General Services
All Others Concerned

From: *[Signature]* ALIENA S. DAJAY, PhD, CESE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Date: April 3, 2023

SUBJECT: DESIGNATION OF OFFICERS-IN-CHARGE IN THE OFFICE OF THE 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 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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