



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

DM-2023-05-157
DEPED MALAYBALAY CITY DIVISION
RELEASED
MAY 02 2023 Time: 4:55
By: Rhea Andara

DIVISION MEMORANDUM

No. 157, s. 2023

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

From: 
CHERRY MAE L. REYES
Schools Division Superintendent

Date: May 2, 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. **Aliena S. Dajay, CESE**
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. **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.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060