



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

DM 2024-01-012
DEPED MALAYBALAY CITY DIVISION
RELEASED
JAN 11 4 2024 Time: 2:21
By: *[Signature]*

Division Memorandum

No. 012,s 2024

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

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

DATE: January 4, 2024

SUBJECT: **DESIGNATION ORDER**

1. In view of the personal travel abroad of Dr. Cherry Mae Limbaco-Reyes, Schools Division Superintendent (SDS), and in the exigency of service, you are hereby designated as Officer-In-Charge of the Office of the Schools Division Superintendent (OIC-SDS) in the Schools Division Office(SDO) of Malaybalay City, effective December 25, 2023 to January 30,2024 and until the return to duty of SDS Cherry Mae L. Reyes.
2. This designation bears the authority to assume the powers, duties and responsibilities of a School Division Superintendent. Thus, you are authorized to sign communications and approve appointments delegated to Schools Division Superintendent under Department Orders NO. 29, s. 1975, No. 1, s. 2003, No. 66, s. 2008, No. 41, s. 2009 and No. 67, s. 2016, as revised.
3. Attached the Office of the Undersecretary, Human Resource and Organizational Development.
4. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:
Records file
AO file



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

To : **ALIENA S. DAJAY**
Assistant Schools Division Superintendent
Schools Division Office of Malaybalay City

Thru : **ARTURO B. BAYOCOT**
Regional Director
DepEd Region X
Masterson Avenue, Zone 1, Upper Bulalang
Cagayan de Oro City

Subject: Designation Order

Date : December 29, 2023

In view of the personal travel abroad of Dr. Cherry Mae L. Limbaco-Reyes, Schools Division Superintendent (SDS), and in the exigency of service, you are hereby designated as Officer-in-Charge of the Office of the Schools Division Superintendent (OIC-SDS) in the Schools Division Office (SDO) of Malaybalay City, effective December 25, 2023 to January 30, 2024 and until the return to duty of SDS Limbaco.


This designation bears the authority to assume the powers, duties and responsibilities of a School Division Superintendent. Thus, you are authorized to sign communications and approve appointments delegated to Schools Division Superintendent under Department Orders No. 29, s. 1975, No. 1, s. 2003, No. 66, s. 2008, No. 41, s. 2009 and No. 67, s. 2016, as revised.

You shall sign official correspondence as follows:

ALIENA S. DAJAY
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Please be guided accordingly.

By the Authority of the Secretary:


WILFREDO E. CABRAL
Director IV
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

