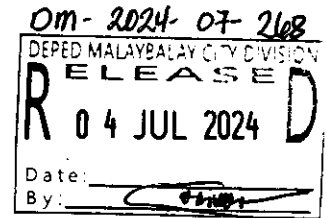




Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
Division of Malaybalay City



July 4, 2024

DIVISION MEMORANDUM  
No. 268 s. 2024

**DIVISION WIDE OPLAN BALIK ESKWELA FOR 2024 - 2025**

To: Chiefs of Divisions and Services  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In line with the opening of classes scheduled on July 29, 2024, this Office hereby creates the SDO Malaybalay City Command Center through the School Governance and Operations Division (SGOD) to assist in the preparation for the opening of classes and ensure ease in the enrolment process for SY 2024 - 2025.

2. To address all issues and concerns raised by learners and parents in relation to enrollment and other relevant DepEd policies, rules, and regulations for the opening of classes, the SDO Command Center shall take post in the SGOD Office from July 3, 2024 to July 31, 2024, from 8:00 am to 5:00 pm.

3. All queries and concerns shall be properly channeled through the following modalities:

- |                               |  |
|-------------------------------|--|
| a. Hotline:                   | 0915 245 0076  |
| b. Public Affairs Email Unit: | <a href="mailto:malaybalay.city@deped.gov.ph">malaybalay.city@deped.gov.ph</a> |
| c. Facebook Page              | DepEd Tayo-Malaybalay City   |
| c. Letters and Endorsements:  | SDO Malaybalay City  |
| d. Walk - ins:                | SGOD Office  |

4. To ensure its implementation, the SDO Malaybalay City Command Center Composition, as follows:

Chairperson: Dr. Cherry Mae L. Limbaco-Reyes  
Schools Division Superintendent

Co-Chairpersons: Lorenzo O. Capacio, EdD  
Chief Educ. Supervisor, SGOD

Ralph T. Quirog  
Chief Educ. Supervisor, CID

Members: Rosalio P. Arangco  
Education Program Supervisor, SGOD



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](mailto:malaybalay.city@deped.gov.ph)  
Website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



Republic of the Philippines  
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Novem A. Sescon  
Planning Officer III

Woodrow Wilson B. Merida  
SEPS Human Resource Training and Dev't

Jimdandy S. Lucine  
Project Development Officer II

Rio G. Arbutante  
EPS II- Soc. Mob. and Networking

Karl Lois C. Pagaran  
Project Development Officer I

Secretariat: Edelina M. Ebor  
SEPS- Schools Mngt. Monitoring and Eval.

Ria K. Alcuizar  
SEPS- Planning and Research

Marsfifth M. Mamawag  
SEPS- Soc. Mobilization and Networking

5. For clarification, please contact **Lorenzo O. Capacio, EdD**, *Chief Education Supervisor, Schools Governance and Operations Division* and/or **Rio G. Arbutante**, *Education Program Specialist II Social Mobilization and Networking* at 0917 845 6602.

  
**CHERRY MAE L. LIMBACO-REYES, CESO V**  
Schools Division Superintendent 07/4/24



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