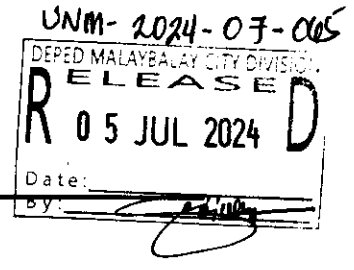




2024-95588

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



July 04, 2024

MEMORANDUM

**Designation as Officer In-charge in the Office  
of the Schools Division Superintendent-Budget Office**

To: : **MANUEL D. DINLAYAN**  
Administrative Officer V  
Office of the Schools Division Superintendent

1. In the pursuit of effective, efficient and continuous services to clientele, this office hereby designates you as Officer In-charge in the Budget Office effective July 05, 2024.
2. It is understood that you shall only discharge duties and responsibilities except for financial matters within the purview of this designation. Concerns that are policy-determining should be held in abeyance until the appointment of the new Budget Officer III.
3. Immediate and wide dissemination of this memorandum to all concerned is desired.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

cc: *Personnel Section*



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)