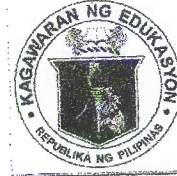




DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay
Contact Numbers: 813-2894, 221-4597



Email Address: depedmlyblycity@yahoo.com

December 5, 2012

ADDENDUM TO DIVISION MEMO NO. 162, S. 2012
RE: OFFICIAL WEBSITE OF DIVISION OF MALAYBALAY CITY

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors and Coordinating Principals
Elementary School Heads
Secondary School Heads
Section Heads and Staff

1. In line with the official launching of the Division website during the 7th Division MANCOM last November 27, 2012 held at BNHS Main, Malaybalay City, please be advised to visit our website www.depedmalaybalay.net from time to time on a regular basis for update and downloading of the various information and issuances like Division Memorandum, Division Advisory, among others, uploaded by the Office for information, guidance, and compliance of all concerned.
2. Effective immediately, the Office will start disseminating important and paperless information and issuances online. Thus, a copy of all approved issuances prepared by the concerned Division Office Staff should be provided to the Records Section for numbering, recording, and filing thru the Records Officer-Designate, who in turn, will forward a copy to the Planning and Information Section thru the Planning Officer II/Division ICT Coordinator-Designate for scanning and uploading to the website.
3. All concerned are directed to submit their office/district/schools achievement/milestones, accomplishment, reports, articles, and other publication materials (preferably with pictures) to be posted ONLINE by submitting hard copy with affixed signatures of the appropriate officials authorizing its publication online and provide soft copy either thru this email address depedmalaybalay@gmail.com or USB/CD. It should be submitted to the Schools Division Superintendent Attention: Division ICT Coordinator.
4. Further, the Promotional Staff are requested to submit their programs in their areas of responsibilities and any other activities preferably with pictures for uploading to the website thru the ICT Coordinator.
5. For the improvement of our Division website, any observation, comments, and suggestions are encouraged by this Office.
6. For your information, guidance, and compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent