



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway, P6, Casisang, Malaybalay City, Bukidnon  
Telefax # 088-314-0094



May 11, 2015

140  
ed-MALAYBALAY CITY Division  
**RELEASED**  
MAY 13 2015 Time: 4:55  
8

**DIVISION MEMORANDUM**

No. 153 2015

**SUBMISSION OF UPDATED ALPHALIST OF EMPLOYEES AS OF DECEMBER 31, 2014**  
Per CSC Regional Office Memo dated April 21, 2015

**TO:** Guia Ma G. Gamutin  
Marie Ruth T. Melendez  
All Public Schools District Supervisors  
Thru: Ralph T. Quirog  
Chief Education Supervisor, CID  
Secondary School Heads

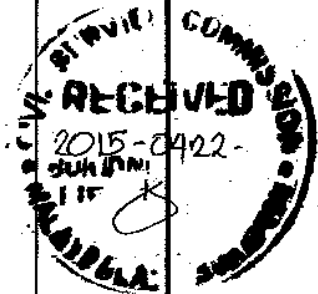
**FROM:**   
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent

1. In compliance to the herein Civil Service Commission Regional Office Memorandum dated April 1, 2015, this office is hereby required to submit an alphalist of employees as of December 31, 2014.
2. For this purpose, you are hereby instructed to submit the updated alphalist of employees as of December 31, 2014 in your respective office/schools/districts using the herein template.
3. Further, you are instructed to submit hard and soft copies of your alphalist for consolidation on or before May 29, 2015 to this office Attention: Guia Ma G. Gamutin, Administrative Officer IV (Personnel Unit).
4. For Compliance

Enclosed: CSC Regional Office Memo

Cc: Records  
Personnel

*Carmen Gamutin*  
*Dy. Enr. Marikina City*



REGIONAL OFFICE NO. 10

ROM No. \_\_\_\_\_ s. 2015

**REGIONAL OFFICE MEMORANDUM**

**TO :** Director II WULFEDA G. TAPULGO  
Director II ALAN B. BESARIO  
Director II ALONA B. CARUMBA  
OIC Director II LILIA L. BALIGUAT


**SUBJECT :** Follow-up submission of Alphalist of Employees as of December 31, 2014

**Date :** April 21, 2015

The undersigned with his letter dated March 6, 2015 (attached) requested submission of Alphabetical List of employees in agencies in this region.

The distribution of the communication of said request was coursed through that office, hence, your assistance is again requested, that the above-letter be complied on or before this month ends by emailing the soft copy of the Alphalist to [csc10.ord@gmail.com](mailto:csc10.ord@gmail.com) attention Michelle P. Limpot of the Office of the Regional Director.

We appreciate your strong support.

  
**ADAMS D. TORRES**  
Director IV

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



**REGIONAL OFFICE NO. 10**

6 March 2015

Vice-Chair, RDC-10

**Thru: The Human Resource Officer**  
Human Resource Office

Dear :

Greetings of peace and development!

CSC 10 is enhancing the profile and statistics of government officials and employees to assist various policy makers, especially the Congress.

Towards this, we request your assistance by way of providing us alphabetical listings as of December 31, 2014 of your officials and employees per plantilla and also a separate list for the casual employees when possible.

We would appreciate receiving soft copies of your database by either personal delivery to our Field Office or electronic mail to this regional office the soonest time possible.

For particulars, you may contact Ms. Michelle P. Limpot at telephone numbers 088-858-7563 or email address [csc10.ord@gmail.com](mailto:csc10.ord@gmail.com)

Thank you.

Very truly yours,

**ADAMS D. TORRES**  
Director IV

***In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service***

☒ Vamenta Boulevard, Carmen, Cagayan de Oro City ☒ Tel. Nos.: (088) 858-75-63 / ESD (088) 858-2805 / (08822) HRD 71-00-56 / PALD 71-00-57

