



ed-MALAYBALAY CITY
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RELEASED

JUL 10 2015 Time: 4:20
12:00

DIVISION MEMORANDUM

No. 237 s. 2015

TO: Chief Education Supervisors and Staff, SGOD and CID
Public Schools District Supervisors
Elementary and Secondary School Heads excluding Bukidnon National
High School
This Division

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

DATE: July 9, 2015

SUBJECT: **SUBMISSION OF ALPHALIST OF PERMANENT EMPLOYEES AS
OF JUNE 30, 2015 BASED ON THE NEW DISTRICT
ASSIGNMENT**

1. In compliance to the requirements of the Government Service Insurance System (GSIS) re: Application to become a separate Remitting Agency, this Office is hereby required to submit a complete alphalist of employees teaching and non teaching as of June 30, 2015 based on the new district assignment.
2. For this purpose, all School Heads are required to submit an Aphabet of employees of their respective schools in excel format and in hard copies to the District Office and to be indorsed to the Division Office by District following the format below. Soft copies must also be sent to this email address *personnel.depedmalaybalay@gmail.com*

No.	Name of Employee				DESIGNATION	FIRST Day of Service as Permanent	Remarks
	Employee Number	Last Name	First Name	Middle Name			
1.							
2.							

3. Deadline for submission is on or before July 20, 2015 to this Office Attention: Guia Ma. G. Gamutin, Administrative Officer IV (Personnel Unit).
4. For compliance.