



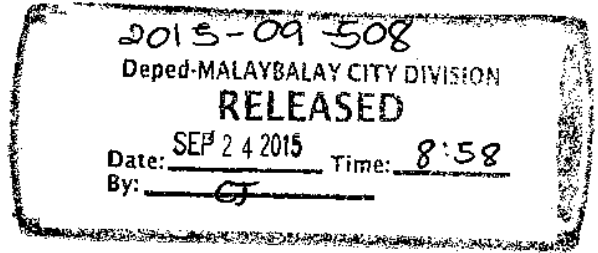
DEPARTMENT OF EDUCATION  
Region X - Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Purok 6, Sayre Highway, Casisang Malaybalay City  
Website: <http://depedmalaybalay.net>



**Division Memorandum:**  
No. 364 s, 2015

To: **Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**All Other Concerned**  
**This Division**

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



DATE: September 24, 2015

SUBJECT: **SUBMISSION ON LIST OF TEACHING & NON-TEACHING PER SCHOOL as of March 27, 2015**

The field is hereby informed on the submission of the LIST OF TEACHING & NON-TEACHING PER SCHOOL as of March 27, 2015. All reports shall be consolidated by District while the Secondary Schools shall not be included in the District consolidation.

Deadline for submission is on or before October 1, 2015 in soft (excel format) and hard copy following the format below:

**LIST OF TEACHING & NON-TEACHING PER SCHOOL as of March 27, 2015**

	Name of Incumbent (last name, given name, MI)	Date Hired (in Malaybalay City Div.)	Transferred-in from other station/division (June 2, 2014 – Mar. 27, 2015)		Leave without pay incurred (June 2, 2014-Mar. 27, 2015)	
			1st Day of Service in Current Station	Originating Station (School/Division)	Nature of Leave	Inclusive Date
1						
2						
3						

For your guidance and compliance.