



**DEPARTMENT OF EDUCATION**  
**Region X – Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**  
*Sayre Highway, Casisang, Malaybalay City*



October 6, 2015

**DIVISION MEMORANDUM**

No. 378 s. 2015

**TO:** Public Schools District Supervisors  
 Elementary and Secondary Public School Administrators  
 Bookkeepers and Disbursing Officers  
 All Teaching and Non-Teaching Personnel  
 This Division

2015-10-069  
 DepEd MALAYBALAY CITY DIVISION  
**RELEASED**  
 Date: OCT 06 2015 Time: 11:05  
 By: [Signature]

**SUBJECT: SUBMISSION OF REPORT ON UNBOOKED OBLIGATIONS FOR PERSONAL SERVICES**

In compliance to Unnumbered Regional Memorandum dated October 5, 2015, School Heads are directed to submit List of Teaching and Non-Teaching Personnel with unpaid salaries and other personnel benefits for the period CY 2010-2014 not later than 12 noon of October 7, 2015. This shall be presented during the Plenary Hearing for FY 2016 Deped Budget on October 9, 2015.

Kindly use the format presented below and email to [depedaccountingmalaybalay@yahoo.com](mailto:depedaccountingmalaybalay@yahoo.com). If there is none, then please indicate in the report as NONE.

No.	Name of Personnel	School	Period Covered	Remarks	From	To
Example:						
1	Juan L. dela Cruz	Kalasungay Central School	Jan. 1, 2010-March 10, 2010	Unpaid Salary differential	Teacher I	Teacher II

For Compliance.

*[Signature]*  
**EDILBERTO L. OPLENARIA, CESO VI**  
 Schools Division Superintendent

Enc: Unnumbered Regional Memorandum dtd 10/5/2015