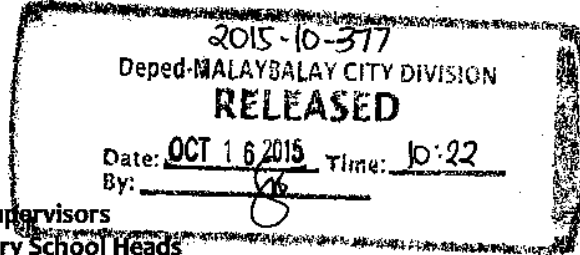




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, P 6, Casisang, Malaybalay City
Telefax # 088-314-0094, depedmalaybalay@gmail.com



DIVISION MEMORANDUM
No. 403 2015



**TO: All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Division Office Personnel
This Division**

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

DATE: October 15, 2015

**RE: Submission of soft copy of clear and latest 2x2 digitized pictures for use in
the Comprehensive Personnel Information System (C-PIS) Project**

In line with the on - going Comprehensive Personnel Information System (C-PIS) Project of this Office, you are hereby directed to submit soft copy of clear and latest 2x2 digitized pictures of all permanent teaching and non-teaching employees . Employees must be in their DepEd Division Uniform (Yellow) and pictures must be taken in white background as these will serve as profile pictures in the Personnel Information database.

Further, use the employee's full name as file name of the picture grouped in one folder. One folder corresponds to one school which shall be consolidated by district. Save the files in the Compact Disc and submit the same to the Records Unit on or before October 31, 2015.

For Compliance.

Copy furnished:
Records Section
AO file

TO BE POSTED IN THE WEBSITE