

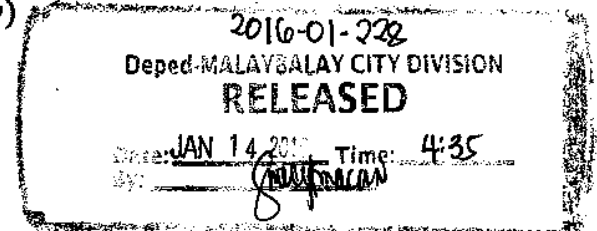


Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF MALAYBALAY CITY**  
 Sayre Highway, Casisang, Malaybalay City  
 Telefax # 088-314-0094



**DIVISION ADVISORY**

**TO :** Chief Education Supervisor and Staff, CID and SGOD  
 Public Schools District Supervisor  
 School Heads (Elementary and Secondary)  
 Section/Unit Heads and Staff  
 All Others Concerned



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

**DATE:** January 13, 2016

**RE :** **Submission of Community Tax Certificate Numbers**

1. You are hereby directed to submit Community Tax Certificate Numbers issued this year 2016 using the hereunder format:

Name of Teachers	CTC No.	Date Issued	Place Issued

Prepared by:

\_\_\_\_\_  
 Office/Division/Section/School Head

2. The District Office shall compile the school's reports in one folder and submit to this Office Attention: Mrs. Florabelle R. Porras, AO – IV on or before January 29, 2016.

3. For compliance.

Copy furnished:  
 Records Unit  
 AO File