



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**



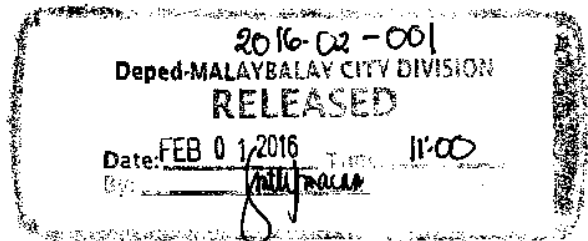
Sayre Highway, Purok 6, Casisang, Malaybalay City  
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January 26, 2016

**DIVISION MEMORANDUM**

No. 045 s. 2016

**TO:** Chief Education Program Supervisors and staff, CID and SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Section / Unit Heads and staff  
 All Others Concerned



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

**RE:** DESIGNATION OF THE DIVISION REVIEW AND COMPLIANCE COMMITTEE FOR THE SUBMISSION OF THE REVISED STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) FORM AS OF DECEMBER 31, 2015.

- Pursuant to the CSC Memorandum Circular No. 3 dated February 17, 2015 re: Amendment to CSC MC No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth Form), this Office hereby designates the Division Review and Compliance Committee (DRCC) to conduct the review and compliance procedure in the filing and submission of SALN as of December 31, 2015 to wit:

Function	DRCC-SALNs of Division Office & Districts I-III	DRCC-SALNs of Districts IV-VII	DRCC-SALNs of Districts VIII-X
Chairman:	Novilyn G. Palma ADAS II	Keziah F.M. Un Administrative Aide VI	Gerardo C. Pasia, Jr. ADAS III
Member:	Roselyn A. Ampong Administrative Aide	Marie Ruth T. Melendez Administrative Aide	Ednalyn E. Tagailo ADAS III
Adviser / Consultant:	Guia Ma. Gamutin, Jutchel L. Nayra, Atty. Ophelia Pilar Rubio-Zamora		

- The Division Review and Compliance Committee shall adhere to the above-cited CSC Memorandum Circulars in compliance of the Revised SALN as of December 31, 2015 for



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submission to the Office of the Ombudsman on or before April 30, 2015 to be submitted by the DRCC Chair.

3. An orientation-conference to the Committee shall be conducted by the Personnel, Administrative and Legal Services Unit on February 5, 2016, 8:30 in the morning at the Division Office Multi Purpose Hall.
4. For strict compliance.

**Copy furnished:**

Records Unit  
Personnel Unit  
AO File  
Legal Services

**TO BE POSTED ON OUR WEBSITE**