



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



DepEd MALAYBALAY CITY DIVISION

RELEASED

Date: NOV 16 2016

By: *[Signature]*

**DIVISION MEMORANDUM**

NO. 612, s. 2016

TO : **ATTY. OPHELIA PILAR RUBIO-ZAMORA, Legal Unit**  
**LORENZO O. CAPACIO, Chief Education Supervisor SGOD**  
**ROSIE SALUPADO, EPS-SGOD**  
**JESUS V. MURING, EDD, PSDS-District I**  
**MA. ANTONIETTA S. REBURIANO, PSDS- District II**  
**BONIFACIO M. PALO, PSDS- District III**  
**CARLOS E. RARA, PSDS- District IV**  
**ABA Q. ALLABA, PSDS- District V**  
**JOVY G. MOLINA, PSDS- District VI**  
**NOEL A. TAN NERY, PSDS- District VII**  
**COSLITA K. MURING, PSDS- District VIII**  
**ROMIL T. JABONERO, PSDS- District IX**  
**MANNY B. PIMENTEL, PSDS- District X**  
**JIMDANDY LUCINE, PDO II**  
**VINCENT G. SAN MIGUEL, EPS-HRD**  
**GUIA MA. GAMUTIN, AO IV**  
**NANCY L. DEQUITO, RN**  
**MARY LARCY POJAS, RN**  
**ALMA MOLINA, RN**  
**BRAYAN GARCES, Administrative Aide VI**  
**CHRISTINE CAINDAY, Administrative Aide VI**  
**JANICE M. BAUTISTA, Administrative Assistant II**  
**MA. TERESA AMACANIN, Administrative Aide**  
**PAMELA ASTUDILLO, Administrative Assistant III**  
**SAMUEL M. VILLAHERMOSA, Administrative Aide**  
**ANAVELLA RIVERA, Administrative Aide**  
**ROSE B. SIAS, Administrative Aide**  
**HAZEL RUSIANA, RN, Administrative Aide**  
**This Division**

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

DATE: November 16, 2016

**RE : PARTICIPATION TO THE SEMINAR WORKSHOP ON ALTERNATIVE DISPUTE RESOLUTION- MEDIATION**

1. In order to ensure that all disputes subject to mediation shall be managed in a fast, fair and non-adversarial process resulting to harmonious relationship among employees in the workplace, a Seminar-Workshop on Alternative Dispute Resolution- Mediation will be conducted on November 25, 2016 at Veranda, Casisang, Malaybalay City.
2. All Public Schools District Supervisors are directed to send three (3) representatives from their districts, preferably those who are members of the



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District Grievance Committee, to attend the Seminar-Workshop and submit their names on or before November 23, 2016 to the Legal Unit of this Division.

3. The Division shall provide 2 snacks (AM & PM) and lunch to the participants. Travel expenses of the participants shall be charged against local funds subject to the existing accounting rules and regulations.
4. All queries concerning this activity are advised to be referred to Atty. Ophelia Pilar E. Rubio-Zamora, Attorney III of the Division.
5. For compliance.

Cc: Legal/Records

TO BE POSTED IN THE WEBSITE