



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang., Malaybalay City


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**DIVISION MEMORANDUM**

No. 695 s. 2016

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

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

**Date: December 21, 2016**

**RE: Conduct of Gender Awareness/Sensitisation and Planning Training Workshop**

1. The field is hereby informed of the conduct of the Gender Awareness/Sensitisation and Planning Training Workshop on December 21-23, 2016 at Veranda, Casisang, Malaybalay City to be participated by the Division Office personnel.
2. In pursuance to the principle of the No Work Disruption, this Office informs that normal operation and services will still continue due to the presence of skeletal forces on the above-stated dates.
3. In the exigency of the service, all Division/Section/Unit Chiefs are instructed to assign skeletal forces in their respective Division/Section/Unit and submit their names to the Administrative Services Section for information and guidance.
4. For compliance.

Copy furnished:  
Records Unit

TO BE POSTED IN THE WEBSITE