



Republic of the Philippines
 Department of Education
 Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
 Sayre Highway Purok 6, Casisang, Malaybalay City




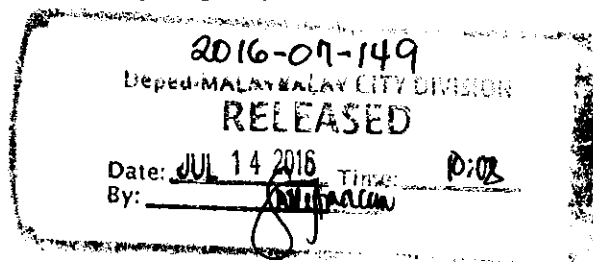
Telefax # 088-314-0094, E-mail add: www.depedmlyblycity@yahoo.com

July 13, 2016

MEMORANDUM

**TO: Public Schools District Supervisors
 Public Elementary and Secondary School Heads (except IU)
 All Other Concerned
 This Division**

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



SUBJECT: SUBMISSION OF PAG-IBIG MID and PHILHEALTH NUMBER

In line with the Regional Payroll Servicing Unit's (RPSU) monthly remittances on Pag-ibig and PhilHealth contributions, this Office hereby requests all School Heads to submit List of Teaching & Non-Teaching Employees with Pag-ibig MID and PhilHealth Numbers using the template below:

(excel format)

NO.	LAST NAME	FIRST NAME	MIDDLE NAME	PAG-IBIG MID NUMBER	PHILHEALTH NO.
1.					
2.					

Deadline on the submission of this report will be on or before July 18, 2016, Attn.: Guia Ma. G. Gamutin, Administrative Officer IV.

For strict compliance.

Copy Furnished:

Personnel Section
 Records Section

TO BE POSTED ON THE WEBSITE