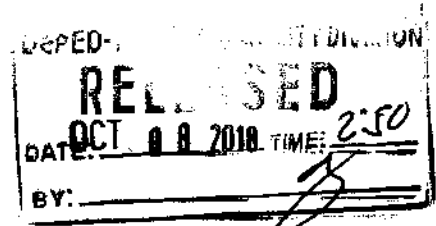





Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM  
NO. 475, s. 2018

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Section Unit Heads, Administrative Services  
School Heads (Elementary and Secondary)  
All Others Concerned  
This Division



For Schools Division Superintendent

FROM:   
**RALPH T. QUIROG**  
Chief Education Program Supervisor *d*

Date: October 08, 2018

Re: **REQUEST TO CORRECT AMOUNT OF COMMUNITY TAX  
CERTIFICATE**

For the information and guidance of all concerned, the City of Malaybalay under the Office of the Acting City Treasurer encourages all teachers and non-teaching personnel (regular and job order) to pay the correct amount of their Community Tax Certificate (Cedula) based on their gross income for CY 2017.

Encl.:  
As stated

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Records Unit  
TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
Province of Bukidnon  
**CITY OF MALAYBALAY**  
City Hall, Casisang, Malaybalay City  
\*\*\*

**OFFICE OF THE ACTING CITY TREASURER**

September 20, 2018

**DR. REBONFAMIL R. BAGUIO, CESO V**  
Schools Division Superintendent  
DEPED Malaybalay City  
Purok 6, Sayre Highway,  
Casisang, Malaybalay City

2018-10-319

10:30

k-

Sir:

Pursuant to Sec. 60 (A) of the Malaybalay City Ordinance No. 880, series of 2016 (Revenue Code of the City of Malaybalay) which prescribes for the presentation of Community Tax Certificate (Cedula) by individuals when receiving money from the government, including the City Government of Malaybalay, please encourage all teachers and non-teaching personnels ( regular and job-order)) under your supervision to pay the correct amount of their CTC based on their gross income for CY 2017.

Considering that the City's plans and programs for the development of our community, including the education sector, cannot be fully realized without the necessary financial resources, we hope that your office can facilitate this request.

Thank you very much.

  
**ROSIE T. DUMAS**  
Acting City Treasurer

Noted:

  
**IGNACIO W. ZUBIRI**  
City Mayor