



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>

DM- 2018-10 - 521

DEPED-MALAYBALAY CITY DIVISION

RELEASED

DATE: OCT 30 2018 TIME: 3:19

BY: _____

DIVISION MEMORANDUM

No. 521 s. 2018

TO: School Heads Elementary, Junior High School, and Senior High School
All Others Concerned
This Division

FROM: For the Schools Division Superintendent


SUNNY BAYE AMIT
Assistant Schools Division Superintendent

DATE: October 30, 2018

RE: **UPDATED ALPHALIST OF TEACHERS PER SCHOOL**

1. For use in the proper segregation of payslip, updating of record for warm body per School, for future references particularly on benefits, this Office hereby directs the submission of an updated alphalist of teaching, related teaching, and non-teaching employees per school following the suggested template in **excel format** (enclosure1) not later than November 8, 2018. Soft copy shall be sent to ehrismlaybalay@gmail.com.

2. For compliance.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Republic of the Philippines
Department of Education
Region 10 - Northern Mindanao
DIVISION OF MALAYBALAY CITY

ALPHALIST OF TEACHERS PER SCHOOL

School: _____

Name of School Head _____

District: _____

| No. | Name of Teachers (Surname, Given Name, MI.) | Position | Remarks |
|-------------------|--|----------|---------|
| Elementary | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

| | | | |
|---------------------------|--|--|--|
| Junior High School | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

| | | | |
|---------------------------|--|--|--|
| Senior High School | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

| | | | |
|---|--|--|--|
| (include ADAS if assigned in School) | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |

Certified Correct:

School Head Name & Signature