



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 9/24/13 Time: 4:20 P.M
By: Alv Arabelle

MEMORANDUM TO:

All District Supervisors
Secondary and Elementary School Heads & Principals
This Division

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

DATE: September 24, 2013

SUBJECT: Orientation and Planning on Data Gathering for Personnel Information

Per Unnumbered DepED Memorandum dated August 23, 2013, this Office will conduct a half (½) day orientation and planning on Data Gathering for Personnel Information on September 25-26, 2013, at the following scheduled date and venue.

<u>Malaybalay City District Office</u>	<u>Date</u>	<u>Venue</u>
North District	Sept. 25, 2013-AM	Mlybly City North District Office
Central & West District	Sept. 25, 2013-PM	Mlybly City West District Office
South District & Bangcud NHS	Sept. 26, 2013-AM	Mlybly City South District Office
East & Far East District	Sept. 26, 2013-PM	LINABO Library Hub
Silae NHS, San Martin NHS	Sept. 26, 2013-PM	LINABO Library Hub

Participants to this activity are District Supervisors with District ICT Coordinator, School Heads and Principals with their School ICT Coordinator; participants are required to bring the following.

1. Laptop
2. One duly accomplished Personal Data Sheet (PDS)
3. Unused USB

Immediate and wide dissemination of the Memorandum is desired.

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9/23/13