

Date: 3/1/13 Time: 9:44AM  
By: [Signature]



Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Corner Don Carlos-Guingona Sts., Malaybalay City



March 1, 2013

**DIVISION MEMORANDUM TO:**

Leny Ama	Principal I, BCT Elementary School
Ricky Barcena	Head Teacher III, Maligaya Elementary School
Josie Zamora	Division MTB-MLE Coordinator
This Division	

**THRU:**

Benjamin Macario,	PSDS, MC North District
Aurelio Tilanduca	PSDS, MC Central District

**PROOFREADING OF BIG BOOKS FOR PUBLICATION**

1. In partnership with Ayala Foundation for the provision of quality education, this Office requests you to proof read the 37 big books submitted by grade two teachers for publication at Cagayan de Oro City on March 6, 2013.
2. All elementary schools will receive copies of these big books for the use of grade two teachers this school year 2013-2014.
3. Travelling expenses shall be charged against local funds/School Board/PTA Funds subject to the usual accounting and auditing rules and regulations.
5. For compliance.

  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent