



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

Corner Don Carlos-Guingona St., City of Malaybalay
Contact Numbers: 813-2894, 221-4547

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



February 6, 2014

DIVISION ADVISORY

TO : **Promotional Staff**
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads
All Others Concerned

085
DepEd MALAYBALAY CITY DIVISION
RELEASED
Date: 2/7/14 Time: 1:00 PM
By: [Signature]

1. This Office hereby provides you copy of the herein letter dated February 4, 2014 from the Development Bank of the Philippines as regards to the enhancement of our DBP ATM Card and now converted into DBP ATM Visa Card, which is self-explanatory.
2. As stated in the letter, the individual payroll accountholders are requested to visit the DBP-Malaybalay Branch to surrender their old DBP ATM Card and claim their new DBP ATM VISA CARD insofar as the old card will expire effective March 31, 2014.
3. Relative thereto, this Office has been notified via phone call by the Branch Cashier Marie Cheryl D. Bolivia that DBP has set an extended schedule of service every Saturday to accommodate teachers and non-teaching staff starting February 8, 2014 from 9:00AM to 3:00PM and the succeeding Saturdays thereafter until the expiration date (March 31, 2014).
4. In view hereof, all teachers are instructed to go to DBP to surrender their old DBP ATM Card on a Saturday schedule or after class hours in the morning so as not to violate the no disruption of classes policy.
5. For information and guidance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Encl.:
As stated

Copy furnished:
Records Section
DBP Malaybalay City Branch

TO BE POSTED IN THE DIVISION WEBSITE



Development Bank of the Philippines

February 4, 2014

Mr. Edilberto L. Oplenaria
Department of Education
Division of Malaybalay City
Don Carlos corner Guingona Streets
Malaybalay City

Dear Mr. Oplenaria:

We are pleased to inform you on the enhancement of our DBP ATM Card. It is now converted into **DBP ATM VISA Card** where the DBP ATM VISA Cardholder can *enjoy worldwide acceptance, withdraw cash from ATMs here and abroad, swipe at retail stores, shop online* since the new DBP ATM VISA Card also serves as a debit card.

May we, therefore, request **individual payroll accountholders** to come visit us at DBP- Malaybalay Branch to surrender their old DBP ATM Card and **claim** their **new DBP ATM VISA Card**. **The old card expires effective March 31, 2014.**

For those accounts whose opening of payroll/deposit accounts or updating of signatures took place more than two years ago, may we request that they bring with them the following requirements :

1. Two (2) pieces 1x1 photo
2. Photocopy of Tax Identification Number (TIN)
3. Photocopy of two unexpired valid IDs.

If you wish to set a specific date for all of your account/deposit holders for a collective updating of their signature cards and the distribution of the new DBP ATM VISA Card, please inform us soonest for the scheduling and the probable venue

For your further queries, please do not hesitate to call our *Branch Operations Officer Manager Joyce G. Acuña* or *Branch Cashier Marie Cheryl D. Bolivia* at 088-813-3831 or 221-2134. ✓

Thank you and more power!

Very truly yours,

A handwritten signature in black ink, appearing to be 'Nora G. Ismail', is written above the printed name.

NORA G. ISMAIL
Branch Head