

Department of Education  
Region X-Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
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February 4, 2014

**DIVISION MEMORANDUM**  
NO. 56, s. 2014

027  
Division of MALAYBALAY CITY DIVISION  
RELEASED  
Date: 2/5/14 Time: 9:07 AM  
By: *[Signature]*

TO: All District Supervisors  
All Elementary/Secondary School Heads  
Division Office Personnel  
This Division

SUBJECT: **Submission of Individual Community Tax Certificate  
for CY 2014**

1. All Teaching and Non-teaching employees are directed to secure individual Community Tax Certificate for CY 2014.
2. District Offices shall submit to this Office CONSOLIDATED LIST OF PERSONNEL WITH THEIR INDIVIDUAL COMMUNITY TAX CERTIFICATE NUMBERS FOR CY 2014.
3. Compliance of this memorandum is earnestly desired.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
OIC, Schools Division Superintendent

JLN/ftp