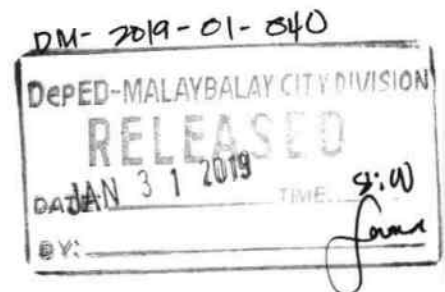




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 040, s. 2019

To: Assistant Schools Division Superintendent
Chief/ Education Program Supervisors, SGOD and CID
All School Heads
All Others Concerned
This Division

From:  **REBONFAMEL R. BAGUIO**
Schools Division Superintendent

Date: January 30, 2019

Subject: **ATTENDANCE OF SCHOOL HEADS TO THE ORIENTATION PROGRAM ON THE HIRING GUIDELINES FOR TEACHER POSITIONS SCHOOL YEAR 2019-2020.**

1. This office hereby informed the field on the Orientation Program of Teacher Applicants at Casisang Central School, Casisang Malaybalay City. School Heads of Elementary and Junior High Schools are requested to attend the orientation since they chair the School Selection Committee.

2. Schedule of orientation is indicated below:

Date	Time		Venue
	AM (8:00-12:00)	PM (1:00-5:00)	
January 31, 2019	Elementary School Heads	Secondary School Heads	Casisang Central School, Multi-Purpose Hall

3. Travel and other incidental expenses during the orientation shall be charged to local funds subject to usual accounting and auditing rules.

4. Queries related to this can be relayed to **WOODROW WILSON B. MERIDA**, Senior Education Program Specialist, Human Resource Development at 09178122754.

Enclosure:

As stated

Copy furnished:

Records Unit
HRD