




Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DTI-2019-06-186
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE JUN 11 2019 2:51
BY: [Signature]

DIVISION MEMORANDUM

No. 186 s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
All Others Concerned

FROM:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: June 10, 2019

RE: RETRIEVAL OF APPLICATION DOCUMENTS FROM THE PERSONNEL
UNIT

All employees who were applicants to this Office from 2015-2018 are advised to retrieve their documents at the Personnel Unit on or before June 30, 2019.

An employee may authorize a family member / relative and co-employee to retrieve the application documents provided there is an Authorization Letter presented.

Failure to withdraw the documents on the aforementioned date shall indicate that the Office is given the authority to dispose them properly per Republic Act No. 9470 otherwise known as National Archives Act of 2007.

Queries relative to this can be channeled to Guia Ma. G. Villahermosa at 09177067745.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN OUR WEBSITE