



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

DM 2019 - 07-233
DEPED MALAYBALAY CITY DIVISION
DATE: JUL 15 2019
BY: [Signature] TIME: 10:55

DIVISION MEMORANDUM
No. 233, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisor CID and SGOD
Senior High School, Junior High School and Elementary School Heads
All Others Concerned

FROM:

REBONFAMIL R. BAGUIO
Schools Division Superintendent
15 July 19

DATE: July 15, 2019

RE: SUBMISSION OF FIRST SALARY CLAIMS FOR JUNE 2019 NEWLY HIRED EMPLOYEES

This Office directs the submission of first salary claim of employees hired last June 2019 with complete documentary requirements on or before July 18, 2019. Claims submitted after the above date will be processed the following month. School Heads are deemed accountable for the prompt submission of these requirements.

Queries relative to this can be relayed to Guia Ma. G. Gamutin at 0917-706-7745.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

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