



08-252
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 4:10
BY: _____

Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM

No. 252, s. 2019

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

FROM: REBONFAMIL R. BAGUION
Schools Division Superintendent
on Aug 13

DATE: August 5, 2019

SUBJECT: Use of Employee's Claim System

1. This Office is now implementing the use of Employee's Claim System (ECS) located inside the SDO building beside the Information Desk and Records Unit effective immediately.
2. The Employee's Claim System (ECS) is a program designed to enable an employee to access information on the processed claims and those still on process.
3. Enclosure 1 provides the step-by-step process on the usage of the ECS.
4. Queries relative to this can be channeled to Ariel De Leon Garcia at 09551938484.

Encl.
As Stated

Copy furnished: Records Unit
Personnel Unit
AO File
TO BE POSTED ON OUR WEBSITE