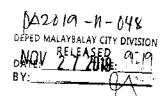


## Republic of the Philippines Department of Concation Region X- Northern Mindanao DIVISION OF MALAYBALAY CITY



## **DIVISION ADVISORY**

TO:

**Asst. Schools Division Superintendent** 

Chief Education Supervisor, CID and SGOD School Heads (Elementary and Secondary)

Unit Heads and Staff All Others Concerned

FROM:

VICTORIA V. GAZO, Ph.D., CESO V

Schools Division Superintendent

Date:

November 25, 2019

Re:

EXCLUSIVE USE OF LANDBANK ATM

For the information and guidance of all concerned, this Office disseminates the herein Memorandum No. 091119-003 from the Office of the City Mayor which states that only Malaybalay City Employees are allowed to use the Landbank Automated Machine intended for withdrawals during weekdays until 7:00 in the evening.

Encl.:

As stated

Copy furnished:

Administrative Services

TO BE POSTED IN THE WEBSITE

Sayre Hi-way, Casisang, Malaybalay City Telefax # 088-314-0094; Tel No.: 088-813-1246

Website: depedmalay balay net

Email: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com



REPUBLIC OF THE PHILIPPINES PROVINCE OF BUKIDNON CITY OF MALAYBALAY

CITY MAYOR

November 19, 2019

**MEMORANDUM:** 

091119-003

TO:

ALL DEPARTMENT HEADS AND EMPLOYEES

This City

SUBJECT:

**EXCLUSIVE USE OF LANDBANK ATM** 

This is to inform everyone that **ONLY MALAYBALAY CITY EMPLOYEES** are allowed to use the Landbank Automated Machine intended for withdrawals during weekdays until 7 PM except those personnel having their overtime. Thus, withdrawals on weekends is further allowed provided that employees must present their employees I.D. to the Security Personnel designated in the City Hall Compound.

For strict compliance.

FLORENCIÓ T. FLORES, JR. City Mayor

Copy Furnished:

All Department concerned

Security Personnel Designated within the City Hall