



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

DA2019-11-048
DEPED MALAYBALAY CITY DIVISION
RELEASED 09-19
DATE: NOV 27 2019
BY: [Signature]

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 [Signature]

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



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BUKIDNON
CITY OF MALAYBALAY

OFFICE OF THE
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.

FLORENCIO T. FLORES, JR.
City Mayor

Copy Furnished:

All Department concerned

Security Personnel Designated within the City Hall