



Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

DM-466  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 1:45  
BY: DEC 23 2019

**DIVISION MEMORANDUM**

No. 466, s. 2019

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

FROM : **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

DATE : December 20, 2019

**SUBJECT: PARTICIPATION TO THE 123<sup>rd</sup> RIZAL DAY CELEBRATION**

Pursuant to the herein letter received from the Office of the City Administrator, you are hereby directed to attend the **123<sup>rd</sup> Rizal Day Celebration on December 30, 2019, 7:00 A.M. at the Plaza Rizal, Malaybalay City.**

Participation to the program shall be provided with 1-day Compensatory Overtime Credit (COC) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 for overtime services rendered.

Participants are advised to wear red polo shirt (IPED) or any available red polo shirt with ethnic accessories.

*Queries relative to this can be relayed to Marsfifth M. Mamawag, SEPS-Social Mobilization and Networking at 09653159984.*

Copy furnished: Records Section  
School Mobilization and Networking Section

**TO BE POSTED IN THE WEBSITE**



Republic of the Philippines  
Province of Bukidnon  
CITY OF MALAYBALAY  
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**OFFICE OF THE CITY ADMINISTRATOR**

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December 16, 2019

**MEMORANDUM :**

**TO : ALL DEPARTMENT HEADS  
ALL CMO – SECTION & DIVISION HEADS  
This City**

In line with the upcoming activities this month, your office is hereby enjoined to attend the following activities as agreed during the ManComm meeting with the approval of our City Mayor, to wit:

1. **CGM Christmas Party** on December 20, 2019, starts at 6:00 PM at City Covered Court, Barangay 4:
  - a. Assembly at 5:00 PM;
  - b. Wear denim attire;
  - c. Allow your personnel for an early log out in the afternoon work, subject to your discretion, provided that they have to log-in at 1:00 PM; Exempted are those offices and agencies who handle frontline services and other critical services
  - d. Prepare payroll (by Office) for your meals at Php 180.00/pax.
  
2. **123<sup>rd</sup> Rizal Day celebration** on December 30, 2019; starts at 7:00 AM at Plaza Rizal;
  - a. Department head attendance is compulsory; with at least 50% attendance of office personnel;
  - b. Wear Ethnic attire;
  - c. Provide wreath (by Office) for floral offering;
  - d. Attendance will be collected by assigned staff of CHRMO.

For compliance.

**HERCULANO S. RONOLO**  
City Administrator