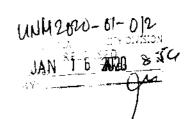


### Republic of the Philippines

## Department of Education

Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



#### MEMORANDUM

TO:

Asst. Schools Division Superintendent

Chief Education Supervisor, CID and SGOD

School Heads & Teachers (Elementary and Secondary)

Unit Heads & Staff All Other Concerned

FROM:

VICTORIA V. GAZO, PhD., CESQ.Y

Schools Division Superintendent

DATE:

January 15, 2020

SUBJECT:

**SECURING OF COMMUNITY TAX CERTIFICATE FOR CY 2020** 

For the information and guidance of all concerned, this Office disseminates the herein Memorandum from the Office of the City Mayor reminding all concerned to secure Community Tax Certificate (Cedula) and payment of the amount based on your gross annual income for CY 2019.

A summary report indicating the CTC Number & amount paid shall be submitted to this office by school on or before January 24, 2020. (Suggested template herewith attached)

Encl: As stated Cc: AO file

TO BE POSTED IN THE WEBSITE

Sayre Hi-way, Casisang, Malaybalay City

Telefax # 088-314-0094; Tel No.: 088-813-1246

Website: depedmalaybalay.net

E-mail: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com



## Republic of the Philippines

# Department of Education

Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

School Nam	ne:	<del></del>		
No.	Name	Position	CTC No.	Amount Paid
1				
2				
3				
4				
5				
Prepared by:			Reviewed & Submitted by:	
			School Head	

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