



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

UNM 2020-01-012  
CITY DIVISION  
JAN 16 2020 8:50  
04

**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., CESO V  
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

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Website: [depedmalaybalay.net](http://depedmalaybalay.net)  
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School Name: \_\_\_\_\_

No.	Name	Position	CTC No.	Amount Paid
1				
2				
3				
4				
5				

Prepared by:

Reviewed & Submitted by:

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\_\_\_\_\_

School Head