



DM 2020-3-161
DEPED MALAYBALAY CITY DIVISION
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MAY 25 2020
BY: [Signature]

Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

DIVISION MEMORANDUM

No. 161 s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
Elementary and Secondary School Teachers
All Others Concerned
THIS DIVISION

From: **VICTORIA V. GAZO, Ph.D. CESO V**
Schools Division Superintendent

Subject: **OPERATIONAL GUIDELINES DURING THE ENHANCE COMMUNITY
QUARANTINE OF MALAYBALAY CITY FROM MARCH 27 TO APRIL
15, 2020**

Date: March 25, 2020

1. Pursuant to Executive Order No. 83 of the City Government of Malaybalay, an Enhance Community Quarantine shall be implemented effective 12:00 midnight of March 26, 2020 up to April 15, 2020 requiring the stringent implementation of the precautionary measures against the spread of COVID-19.
2. In view thereof, all employees of DepED Malaybalay City particularly those assigned to work at the Division Office including but not limited to the OSDS, CID and SGOD are advised to observe the DepED work at home policy in compliance to the Memorandum Circular No. 7, s. 2020 of the Civil Service Commission;
3. However, the work-at-home policy of the Office does not curtail the delivery of services particularly the processing of employees' benefits (i.e. salary claims, hardship post allowance, etc.). In any case, all concerned may contact Ms. Guia Ma. G. Villahermosa through 0917-706-7745 for any inquiries.
4. All other transactions of DepED Malaybalay City officials, school heads, teaching and non-teaching personnel with the Division Office may be transmitted online through bit.ly/depedmalaybalay. The following information shall be required:

- a. Active email address;
- b. Full Name (Last Name, First Name, Middle Initial)
- c. Office/School
- d. Subject
- e. Message
- f. Action Unit
- g. Attachment File (maximum of 10 files of any of the allowable file types: Word, Excel, PPT, PDF, JPEG, PNG)

5. Further, the following personnel are hereby designated as on-call officials should their services be required by the Office:

- a. Sunny Ray F. Amit (OIC- Assistant Schools Division Superintendent)
- b. Ralph T. Quirog – Chief Education Supervisor (CID)
- c. Lorenzo O. Capacio – Chief Education Supervisor (SGOD)
- d. Jutchel L. Nayra – Administrative Officer V
- e. Sybil L. Maputi – Administrative Officer V
- f. Guia Ma. G. Villahermosa – Administrative Officer IV
- g. Florabelle R. Porras – Administrative Officer IV
- h. Darvy C. Dagumol – Administrative Officer IV
- i. Wincerbogne L. Pesisano – Attorney III
- j. Paul John P. Arias – Information Technology Officer I
- k. Ariel D. Garcia – Administrative Assistant III
- l. Cheryl Jane C. Cabusas – Administrative Assistant III
- m. Bryan B. Garces (Administrative Assistant III)
- n. Louella Christie S. Toylo – Administrative Aide VI
- o. Edgar B. Blasé (Driver)
- p. Claudio S. Igan (Driver)

6. For dissemination and compliance.