



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

DM2020-5-198  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 29 MAY 2020 TIME: 11:30  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 198 s, 2020

**TO :** ASDS Sunny Ray F. Amit  
All Chief Education Supervisors and Staff, CID and SGOD  
All Section/Unit Heads Staff  
All Others Concerned

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

**DATE :** May 29, 2020

**SUBJECT:** REPORT TO DIVISION OFFICE EFFECTIVE JUNE 1, 2020

1. All Division Office employees are hereby directed to report to their respective working stations in this Division Office effective June 1, 2020 (Monday).
2. As such, the field is informed that the Division Office employees will no longer adopt the work from home arrangement and render services in the Division Office from Mondays to Fridays on official working hours from 8:00AM to 12:00Noon and 1:00PM to 5:00PM.
3. For information, guidance, and compliance.

Copy furnished:  
Records File



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