



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM -2021-04-206  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: APR 21 2021 10:47 AM  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 206, s. 2021

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Others Concerned

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

**DATE:** April 20, 2021

**SUBJECT: Monitoring and Submission of Unexpired PRC ID of Personnel**

1. In line with the ISO - Quality Management System (QMS) and Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM) accreditation you are hereby directed to monitor and submit photocopies of unexpired PRC ID of Teaching and Non-Teaching Personnel who are PRC license holder under your supervision.
2. Enclosed is the summary template to be attached in your transmittal together with the PRC ID copies for the Office monitoring. Further, kindly indicate the expiry date if submitted a copy of an unexpired PRC ID and indicate the date of release as scheduled by PRC for those applying for renewal and then submit to the Office the copy of the renewed PRC ID.
3. Deadline of submission is on *May 15, 2021*.
4. For compliance.

Encl.: as stated

Copy furnished:

Records Unit  
 Personnel Unit

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: depedmalaybalay@gmail.com



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**SAMPLE** template  
- pls. put header and name of School  
- font style Times New Roman  
- font size 12.

**NAME OF SCHOOL**

No.	Name of Personnel (PRC ID holder) <i>in alphabetical order</i>	Position	Expiry Date	PRC Schedule for release	Remarks
1	Arganhi, Peter S.	HT III	Aug. 20, 2023		
2	Caisal, John B.	TII	Dec. 10, 2022		
3	Mantra, Jamela Y.	ADAS II	<i>for renewal</i>	June 1, 2021	
4	Tamoco, Nena F.	MT I	Jan. 5, 2024		
5	Zinco, Argie C.	TI	<i>for renewal</i>	Aug. 1, 2021	
6	Zy, Moira D.	AO II	Dec. 21, 2021		
7					
Etc.	Etc.....				

Prepared by:

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Approved:

\_\_\_\_\_  
School Head

