



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

DM-2021-04-207
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: APR 21 10:51 AM 2021
 BY: [Signature]

DIVISION MEMORANDUM

No. 207 s. 2021

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

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

DATE: April 20, 2021

RE: **Retrieval Of Application Documents From The Personnel Unit**

All employees who were applicants to this Office from June 2018 – December 2020 are advised to retrieve their documents at the Personnel Unit on or before **May 31, 2021**.

An employee may authorize a family member / relative and co-employee to retrieve the application documents provided there is an Authorization Letter presented.

Failure to withdraw the documents on the aforementioned date shall indicate that the Office is given the authority to dispose them properly per Republic Act No. 9470 otherwise known as National Archives Act of 2007.

Queries relative to this can be channeled to the Personnel Unit at 0907-688-9009.

Copy furnished:

Records Unit
 Personnel Unit

TO BE POSTED IN OUR WEBSITE

