



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

DM - 2021 - 10 - 576  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: OCT 20 2021  
TIME: 5:24 PM  
BY: [Signature]

DIVISION MEMORANDUM  
NO. 576, s. 2021

TO: District 1 to 9 Public School District Supervisor (PSDS) and Concerned School Heads

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

DATE: October 20, 2021

RE: **RENDERING LAWN MOWING SERVICES IN THE CITY GOVERNMENT OF MALAYBALAY**

1. This Office recognizes the continued support of the City Government of Malaybalay in augmenting the limited workforce.
2. To ensure the ground maintenance of the City Government of Malaybalay, this Office is requesting each Public School District Supervisor (PSDS) to inform concerned School Heads under supervision with Utility Worker in-charge in lawn mowing to proceed to the New Malaybalay City Hall on October 21, 2021 (Thursday) at 8:00 AM until 5:00 PM to render one-day lawn mowing of the City Hall grounds. Further, PSDS of districts 5 and 6 is requested to send a maximum of three (3) Utility Workers and PSDS of districts 1,2,3,4,7,8 & 9 are requested to send a maximum of two (2) Utility Workers as per mentioned District.
3. For this work activity, each of the school's Utility Worker is advised to bring their lawnmower. The City Government will only provide for the fuel and lunch.
4. For information and guidance.

Copy furnished:

Record Unit



Purok 6, Casisang, Malaybalay City  
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Admin Services

TO BE POSTED IN THE DIVISION WEBSITE



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