

2023-75578



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 6/16/23 TIME: 11:47
BY: [Signature]

DIVISION MEMORANDUM

No. 225, s. 2023

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

From: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

Date: June 14, 2023

Subject: **CHECKING OF SCHOOL FORMS**

1. In line with the DepEd's principle of accountability on school's personnel records management, this Office through the Schools Governance and Operations Division will conduct checking of school forms on erasures and incomplete entries on the following schedule.

Date	School
June 13, 2023	Malaybalay City Central School
June 14-16, 2023	Bukidnon National High School
TBA	Other Schools in the Division

2. Travel and allowable expenses maybe charged to local funds subject to availability of funds and must be disbursed in accordance to existing laws and regulations.

3. Queries relative to this can be relayed to **LORENZO O. CAPACIO**, Chief Education Supervisor – SGOD at **09778830778**.

Copy furnished:
Records Unit