



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

DM 2023-09-386  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 9/15/23 TIME: 11:20  
BY: [Signature]

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**DIVISION MEMORANDUM**

NO. 380, s. 2023

**TO: Aliena S. Dajay, PhD, CESE, Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
School Heads  
All others concerned**

**FROM: CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent [Signature]

**DATE:** September 14 2023

**RE: RETRIEVAL OF DELL 3420 DISTRIBUTED LAPTOP UNDER  
BAYANIHAN II**

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1. To facilitate the conduct of audit by the team from the Central Office, all Dell Laptop 3420 recipients are directed to return the said item to the Property Office on or before September 28, 2023.
2. The office expects you already have downloaded your files for the duration of the audit will take time. Queries regarding this may be directed to DARVY C. DAGUIMOL through 09913739115.
3. For strict compliance.

TO BE POSTED ON THE WEBSITE



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