



Republic of the Philippines  
**Department of Education**  
REGION XI

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2025-0068

To: Janette G. Veloso, EdD, CESO VI-Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD – Chief-Curriculum Implementation Division  
Marlon G. Ebrado – Public Schools District Supervisor, New Corella District  
All New Corella School Heads

Subject: **NEW CORELLA DISTRICT SCHOOL HEADS REGULAR  
ADMINISTRATORS' MEETING FOR CY 2025**

Date: January 13, 2025

1. This Office permits New Corella District to hold its Regular Administrators' Meeting every Tuesday. This schedule does not limit the PSDS from calling a special meeting if important concerns need to be addressed.
2. This activity aims to provide a platform for administrators to discuss, plan, and address key concerns, share updates, and collaboratively make decisions that enhance the overall performance and management of schools within the district.
3. School heads who have no official business yet and fail to attend the regular meeting are required to submit a written explanation for their absence
4. Traveling and other incidental expenses on the conduct of this activity shall be chargeable against the school Maintenance and Other Operating Expenses (MOOE) funds subject to the usual government accounting and auditing rules and regulations.
5. For widest dissemination and compliance.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



CID/mge

*Fr: New Corella District School Heads Regular Administrators' Meeting for CY 2025*

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