



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0079

To: Janette G. Veloso, CESO VI- ASDS  
Eduard C. Amoguis- CID Chief  
Clemente E. Timbal- PSDS- Sto. Tomas East District  
School Heads of Sto. Tomas East District  
All Non- Teaching Personnel of Santo Tomas East District  
All Others Concerned

Subject: **MEETING OF ALL ADMINISTRATIVE OFFICERS, ADMINISTRATIVE ASSISTANTS AND PROJECT DEVELOPMENT OFFICERS OF STO. TOMAS EAST DISTRICT**

Date: January 15, 2025

1. This Office informs all the Administrative Officers (AO), Administrative Assistant (ADAS) and Project Development Officers (PDO) for a meeting on January 17, 2025, 9:00 am to 3:00 pm at the Office of the Schools District Supervisor to discuss matters relative to the respective workloads to avoid overlapping of tasks and efficiently facilitate submission of reports.
2. Travel Expenses incurred in the activity shall be chargeable against School Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
3. Everyone is enjoined to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set by this office.
4. Wide dissemination of this memorandum to all concerned is desired.



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

CID/cet  
Fn: NTP meeting Sto. Tomas East District

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