



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

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

CID-2025-0127

To: Dr. Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent  
Dr. Eduard C. Amoguis – Chief Education Supervisor-CID  
Dr. Ernie M. Aguan - Education Program Supervisor  
Dr. Ernie L. Caas – Public Schools District Supervisor-BE Dujali  
Dr. Ronnie A. Publico – Public Schools District Supervisor-Talaingod  
Concerned Public Schools District Supervisors  
Concerned School Heads

Subject: **OFFICIAL LIST AND SCHEDULES OF COMMITTEE ON FOOD PREPARATION AND DISTRIBUTION DURING THE CONDUCT OF THE DIVISION MEET 2025**

Date: January 27, 2025

1. In line with the upcoming Division Meet on **February 13 to 16, 2025**, this Office informs the Committee on Food Preparation and Distribution of the following schedules and activities, to wit:

Date	Activity
February 5, 2025 (1:00PM)	Planning Conference at the Division Office Conference Hall
February 12, 2025	Retrieval and cleaning of kitchen utensils/supplies from the Supply Section (Attention: Aldrin Gevila - Division Supply Officer) and final preparation of the Kitchen area and mess hall at Davao del Norte Regional Sports Academy (Attention: Aries Gamino-Principal I)
February 13-16, 2025	Division Meet 2025 proper at Davao del Norte Regional Sports Academy.
February 17, 2025	Restoration of the Kitchen area and mess hall at Davao del Norte Regional Sports Academy.

2. The official list of Committee on Preparation and Distribution of Foods during the conduct of the Division Meet 2025 is attached in this memorandum. The attendance of all concerned is a must.





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3. The teaching and non-teaching personnel who will be serving the said event shall be given service credit and Compensatory Overtime Credit as per DepEd Order No. 53, s. 2003 and CSC and DBM Joint Circular No. 2, s. 2004 respectively during Holidays, Saturdays and Sundays.
4. In addition, NO DISRUPTION of classes shall be imposed in the conduct of the activity based on DepEd Order No. 9, S.2005 "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith". Consequently, teaching personnel who will be serving as kitchen staff shall prepare substitution slip from day one (1) up to the last day of the said activity duly approved by the School Head. Likewise, school heads who are involved in this activity will also designate an Officer-In-Charge of the school.
5. Transportation and other incidental expenses of the participants shall be charged against local funds subject to the existing accounting and auditing rules and regulations.
6. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
7. Health protocols shall always be observed.
8. Immediate dissemination of this Memorandum to all concerned is desired.



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

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Attached as stated.

FN: List of Committee in Food Preparation and Distribution-Division Meet2025







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Enclosure 1:

**FOOD PREPARATION AND DISTRIBUTION COMMITTEE**

Division Meet 2025

Name	Office/School	District
Dr. Ernie M. Aguan – Over All Chairman	EPS/CID	Division Office
Dr. Ernie L. Caas – Over All Co-Chairman (Food Preparation)	PSDS/CID	Division Office
Dr. Ronnie A. Publico – Over All Co-Chairman (Food Distribution)	PSDS/CID	Division Office
Rowena T. Cahapay – Kitchen Operation Head	Principal I	San Isidro

**M E M B E R S**

Name	Position/School	District
1. Rhoda N. Rosete	Principal I/Sto. Nino NHS	Talaingod
2. Ruthcelyn B. Muga	School Head/Tanglaw 3A ES	BE Dujali
3. Reynaldo Glodove	School Head/Dibabawon I IS	Langilan
4. Marycon L. Nacito	Teacher I/Marsman NHS	Sto. Tomas West
5. Jessie G. Dalaota	School Head/Mambing ES	New Corella
6. Joy G. Mamado	School Head/Balulon ES	Langilan
7. Jonh Lee Win P. Oyao	Teacher I/Tapayanon ES	Langilan
8. Marites L. Piones	Teacher II/El Salvador ES	New Corella
9. Rochelle D. Paman	Teacher II/Mangalcal ES	Carmen
10. Shella Mae R. Cuyo	Teacher I/Gov. Dujali ES	San Isidro
11. April Joy M. Panague	Teacher II/Kimamon NHS	Sto. Tomas East
12. Remelyn N. Diamante	Teacher III/Pipisan ES	Langilan
13. Al D. Lupoz	Teacher I/Langan IS	Langilan
14. Robin R. Danduan	Teacher I/Tibulao ES	Carmen
15. Novelyn A. Taroy	Teacher I/Datu Balong NHS	San Isidro
16. Leonila D. Zaldivar	Teacher III/Carmen NHS	Carmen
17. Flora Mae J. Alejandro	Teacher II/Carmen NHS	Carmen
18. Charlene M. Camba	Teacher I/Carmen NHS	Carmen
19. Nila D. Mendoza	Teacher II/Carmen NHS	Carmen
20. Rolienar L. Alvero	Teacher I/Sonlon NHS	Asuncion
21. Raffy C. Dumandan	MT I/Gabuyan ES	Kapalong West
22. John F. Laurence Buagas	Teacher I/Luna NHS	Kapalong West
23. Dinah S. Salazar	MT I/Kapalong CESSC	Kapalong East
24. Elrick R. Tac-an	Teacher I/Datu Balong NHS	San Isidro
25. JoaneFeb C. Lobiano	Teacher I/Alejal ES	Carmen
26. Lolepe D. Lizardo	Teacher II/Dujali CES	BE Dujali
27. Genelie M. Faelmoca	Teacher III/Mabaus ES	Carmen
28. Jeralyn D. Romero	Teacher I/Datu Balong NHS	San Isidro

Prepared by:

**ERNIE M. AGUAN, EdD**  
EPS-EPP/TLE/TVL

**ERNIE L. CAAS, PhD**  
PSDS-BE Dujali

**RONNIE A. PUBLICO, EdD**  
PSDS-Talaingod

