



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0195

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-EPP/TLE/TVL/SPTVE
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: **ADDITIONAL MEMBERS OF COMMITTEE ON FOOD PREPARATION AND DISTRIBUTION DURING THE CONDUCT OF THE DIVISION MEET 2025**

Date: February 13, 2025

1. In line with the conduct of the Division Meet on **February 13 to 16, 2025**, this Office informs the field on the additional members of the Division Kitchen personnel, to wit;

Name	School/District
Nicodemys A. Chinilla	Upper and Lower ES/Kapalong East
Ruben Suminggil	Sambayon ES/Kapalong East
Joy Mamado	Balulon ES/Langilan
Louie Jay T. Rojo	Magwawa IS/Sto. Tomas West
Daniel Jr. G. Prutas	Limbaan NHS/New Corella

2. The teaching and non-teaching personnel who will be serving the said activity 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.
3. 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.
4. Transportation and other incidental expenses of the participants shall be charged against local funds subject to the existing accounting and auditing rules and regulations.



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5. 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.
6. Health protocols shall always be observed.
7. Immediate dissemination of this Memorandum to all concerned is desired.

2-13-25
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REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent 

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FN: Additional Members of Committee on Food Preparation and Distribution-Division Meet2025

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