

Republic of the Philippines

Department of Education

REGION XI SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0344

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 Sto Tomas East District

All Others Concerned

Subject:

MEETING OF ALL ADMINISTRATIVE OFFICERS, ADMINISTRATIVE

ASSISTANTS AND PROJECT DEVELOPMENT OFFICERS OF STO. TOMAS EAST

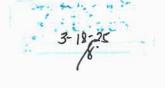
DISTRICT

Date:

March 15, 2025

- 1. This Office informs all the Administrative Officers (AO), Administrative Assistant (ADAS) and Project Development Officers (PDO) for a meeting on March 19, 2025, 9:00 A.M. to 3:00 P.M. 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.
- 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.
- 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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