



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.
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

3-18-25
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CID/cet

Fr: NTP Meeting Sto Tomas East District



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