



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2025-0372

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 SCHOOL HEADS, ADMINISTRATIVE OFFICERS,  
ADMINISTRATIVE ASSISTANTS AND PROJECT DEVELOPMENT OFFICERS OF  
STO. TOMAS EAST DISTRICT**

Date: March 21, 2025

1. This Office informs all the School Heads, Administrative Officers (AO) , Administrative Assistant (ADAS) and Project Development Officers (PDO) for a meeting on March 26, 2025, 8:00 am to 12:00 noon 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. For widest dissemination and **STRICT COMPLIANCE**.

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

For the Schools Division Superintendent

**ROSALINDA N. DIONIO**  
Administrative Officer V



CID/oet  
FN: Meeting of All School Heads, AO's, ADAS, and PDO's of Sto. Tomas East Dist.

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