



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- 0382

To: Janette G. Veloso, EdD, CESO VI- ASDS
Eduard C. Amoguis, EdD – CID Chief
Eric P. Indie, EdD – PSDS, Sto. Tomas West District
All Elementary and Secondary School Heads of Sto. Tomas
All Concerned Personnel

Subject: **STO. TOMAS WEST DISTRICT MEETING OF ALL ADMINISTRATIVE OFFICERS II, ADMINISTRATIVE ASSISTANT II AND III AND ADMIN AIDE I**

Date: March 27, 2025

1. In line with the ongoing efforts to enhance collaboration and communication among non-teaching personnel, a **District Meeting** is scheduled on March 28, 2025, at 8:00 AM at the Sto. Tomas West District Office, Sto. Tomas, Davao del Norte. All non-teaching personnel from the elementary and high schools (Non-Implementing Unit) of Sto. Tomas West District are hereby directed to attend this important gathering.
2. The meeting aims to discuss various matters relevant to the efficient operation and administration of the schools within the district. Your active participation is crucial in achieving the goals set forth for this gathering.
3. Travel and other incidental expenses of the participants relative to the participation of this activity shall be charged to School's MOOE and/ or any local funds subject to the existing accounting and auditing rules and regulations.
4. 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.
5. Wide dissemination of this Memorandum concerned is desired

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



cid/epi
Fr: STWD AO/ADDAS meeting



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