



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 - 0434

To: Janette G. Veloso, CESO VI – ASDS  
Eduard C. Amoguis, EdD, Chief EPS – CID  
Liezl S. Josol, Education Program Supervisor  
Ricardo M. Olmedo, P IV, Sto. Tomas National High School  
Oliver U. Emata, P IV, Kapalong National High School  
Joseph Henry L. Tuna, P III, Tubod National High School  
All others concerned

Subject: **ADDITIONAL PARTICIPANTS FOR THE 1<sup>st</sup> ManCom MEETING OF CY 2025 WITH SALUTE OF THE RETIREES**

Date: April 8, 2025

1. Relative to the conduct of the 1<sup>st</sup> ManCom Meeting of CY 2025 with Salute of the Retirees on April 10, 2025, at Heroben Hometel, Tagum City, the following personnel will serve as members of the technical team and stage managers, to wit:

| Name               | Office/School    | Responsibility    |
|--------------------|------------------|-------------------|
| Neil Edward Diaz   | CID              | Technical Team    |
| Paul Arsolon       | OSDS-ICT Section |                   |
| Ervin Rey Abao     | Tubod NHS        |                   |
| Rene Marco Sulamin | Sto. Tomas NHS   | Stage Managers    |
| Marianne Calma     | Kapalong NHS     |                   |
| Liezl Josol        | CID              | Creative Director |

2. The participants shall report to the venue on April 9, 2025, 2:00pm for the technical run through.
3. Attending participants shall be provided with a Service Credits/Compensatory Overtime Credit (COC) as the activity fall on a regular Holiday based on DepEd Order (DO) No. 053, s. 2003 titled Updated Guidelines on Grant of Service Credits to Teachers, and DO No. 084, s. 2003 entitled Addendum to DO No. 053, s. 22003, and CSC & DBM Joint Circular No. 2, s. 2004, "Non-Monetary Remuneration for Overtime Services Rendered for the non-teaching personnel.
4. Travel and other incidental expenses incurred by the participants in the activity shall be charged against local funds, all subject to the usual accounting and auditing rules and regulations.



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5. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (**Equal Opportunity Principle**) within the Department. In the same manner, Project W.A.T.C.H will also be observed.
6. Immediate dissemination of this memorandum is desired.



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

CID/lcj

*Fn: Additional Participants for the 1<sup>st</sup> ManCom Meeting with Salute to the Retirees*