



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 - 0464

To: Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent  
Eduard C. Amoguis, Chief, Curriculum Implementation Division  
Edgar L. Manaran, Education Program Supervisor Matrix  
Ana N. Redaniel, Public Schools District Supervisor  
All Elementary and Secondary School Heads Concerned- Kapalong East District  
All Others Concerned

Subject: **KAPALONG EAST DISTRICT NON-TEACHING PERSONNEL MEETING**

Date: April 24, 2025

1. Relative to the continuous improvement of the school operations, this Office allows the conduct of Kapalong East District Meeting of all Non-Teaching Personnel at District conference hall on **April 28, 2025 at 8:30 A.M.**
2. The meeting aims to discuss matters relative to the respective workloads to avoid overlapping of tasks and efficiently facilitate submission of reports.
3. Participants are Public Schools District Supervisor, Administrative Officers (AOs), Administrative Assistants (ADAS), and Project Development Officer of this district.
4. It is always reiterated and emphasized that all personnel involved in the activity must continually support and recognize the value of equality and diversity as stipulated in Division Memo. No. 818 s. 2021.
5. Travelling 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.
6. Wide dissemination of this memorandum to all concerned is desired.



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

CID/anr  
Fn. KapEast NTP Meeting

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Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216-6742 | Telefax (084) 216-6506  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao