



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0479

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 CONTRACT OF SERVICE (COS) OF STO. TOMAS EAST DISTRICT**

Date: May 5, 2025

1. In reference to Division Memorandum No. 0108, s. 2025 titled Disbursement Vouchers (DVs) Preparation by the School Administrative Officer II/ Administrative Assistant II/III, this Office informs all the Administrative Officers (AO), Administrative Assistant (ADAS) and Contract of Service (COS) for a meeting on May 16, 2025, 9:00AM to 3:00PM at Salvacion National High School, Salvacion, Santo Tomas, Davao del Norte.
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



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Fr: meeting of AO, ADAS II/ III and COS of Sto. East District



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