



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0507

To: Janette G. Veloso, EdD, CESO VI-Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD-Chief- Curriculum Implementation Division
Reynaly G. Santos- Principal IV-DCP-Kapalong West District
All Elementary and Secondary School Heads of Kapalong West District
All Non-Teaching Personnel of Kapalong West District
All Others Concerned

Subject: **KAPALONG WEST DISTRICT MEETING OF ALL ADMINISTRATIVE OFFICERS (AO), ADMINISTRATIVE ASSISTANTS (ADAS), AND CONTRACT OF SERVICE (COS).**

Date: May 20, 2025

1. In reference to Division memorandum No. 0108, s. 2025 Title "Disbursement Vouchers (DVs) Preparation by School Administrative Officer II/ Administrative Assistant II/III, this Office informs the field of the Kapalong West District Meeting of All Administrative Officers (AO), Administrative Assistants (ADAS), and Contract of Service (COS) on May 21, 2025, 8:00AM at Kapalong West District Office, Gabuyan, Kapalong, Davao Del Norte.
2. Travel expenses relative to this activity shall be chargeable against local/ school funds subject to usual government accounting and auditing rules and regulations.
3. Further, the Equal Opportunities Principle (EOP) shall always be observed in participating in this activity, where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
4. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



CID-rgs

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