



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2026-0028

**To:** Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis, Chief Education Supervisor – CID  
Marlon G. Ebrado, Chief Education Supervisor – SGOD  
Ana N. Redaniel, Public Schools District Supervisor – Kapalong West District  
All Non-Teaching Personnel of Kapalong West District  
All Others Concerned

**Subject:** **MONTHLY CONFERENCE OF ALL NON-TEACHING PERSONNEL OF KAPALONG WEST DISTRICT**

**Date:** January 07, 2026

1. In line with the Department of Education's commitment to strengthening coordination, communication, and continuous improvement among non-teaching personnel, this Office informs all concerned that a Monthly Conference for All Non-Teaching Personnel of Kapalong West District will be conducted on **January 14, 2026, 9:00 A.M.** at District Office, Gabuyan Central Elementary School, Gabuyan, Kapalong.
2. The said conference aims to provide a regular venue for updates, policy discussions, and the addressing of operational concerns essential to the efficient delivery of support services in schools and offices.
3. Travel expenses incurred in the activity shall be chargeable against School Maintenance and Other Operations Expenses (MOOE), subject to the usual accounting and auditing rules and regulations.
4. 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.
5. Wide dissemination of this memorandum to all concerned is desired.



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

*[Handwritten signature]*

cid-anr

fn: monthly conference of all non-teaching personnel of kapalong west district



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