



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORADUM
CID-2026-0107

To: Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD – Chief, Curriculum Implementation Division
Marlon G. Ebrado – Chief, School Governance and Operations Division
Ana N. Redaniel – DCP Kapalong West District
All Non-Teaching Personnel of Kapalong West District
All Others Concerned

Subject: **KAPALONG WEST DISTRICT TECHNICAL ASSISTANCE TO NON-TEACHING PERSONNEL ON LIQUIDATION PROCESSES AND PERSONNEL-RELATED CONCERNS**

Date: January 23, 2026

1. Anchored on the Department's continuing efforts to institutionalize sound administrative governance, fiscal responsibility, and policy compliance, this Office allows the conduct of Technical Assistance (TA) to Non-Teaching Personnel focusing on liquidation processes and personnel-related concerns on **January 27-28, 2026, 8:30 A.M. to 5:00 P.M.** at the District Office, Gabuyan Central Elementary School, Gabuyan, Kapalong.
2. The said activity aims to enhance the knowledge, skills, and competencies of non-teaching personnel in the proper preparation, submission, and documentation of liquidation reports in accordance with existing Commission on Audit (COA) rules and regulations, as well as Department of Education (DepEd) guidelines. Further, this activity seeks to provide clarity on common personnel concerns, including but not limited to leave administration, service records, and other human resource-related processes.
3. The lists of participants together with the required documents and materials necessary for the activity is specified in **Enclosure No. 01**.
4. 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.
5. 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.
6. Wide dissemination of this memorandum to all concerned is desired.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enl: As stated
CID-anr

Fn: Kapalong West District Technical Assistance to Non-Teaching Personnel Focusing on Liquidation Processes and Personnel-Related Concerns



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Enclosure No. 01, to this Office Memorandum No. CID-2026-0

List of Non-Teaching Personnel Participants

Name	Designation	School
Morales, Eva Joy A.	Administrative Officer II	Bunawan ES
Jamandre, Jiezl Louise	Administrative Officer II	Dona Carmen Soriano ES
Inutan, Nathaniel, Jr. B.	Administrative Officer II	Gabuyan CES
Quilla, Marlyn T.	Administrative Assistant III	Gabuyan CES
Cabanig, Jasmin R.	Administrative Officer II	Luna ES
Babiera, Jerlyn L.	Administrative Officer II	Mangulibas ES
Flores, Rica Lay Veronica N.	Administrative Officer II	Pag-asa ES
Pareja, Zyra Bhonnette C.	Administrative Officer II	Semong ES
Ilagan, Marife B.	Administrative Officer II	Tiburcia ES
Marin, Roselyn P.	Administrative Officer II	Sampao IS
Babiera, Shem Bert T.	Administrative Assistant II	Sampao IS
Mangabat, Loerlie IC M.	Administrative Officer II	Narra NHS
Miyashiro, Jay Rick T.	Administrative Assistant II	Gabuyan NHS
Lao, Mary Mae P.	Administrative Assistant III	Gabuyan NHS
Bojo, Namah C.	Administrative Assistant II	Luna NHS
Becong, Neresa C.	Administrative Assistant II	Semong NHS

Required materials and documents to bring:

- Laptop
- Extension Wire
- Liquidation on 4th Quarter 2025
- CDR and Bank Statement
- Teacher's Information