



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

**Office of the Schools Division Superintendent**

May 21, 2025

**DIVISION MEMORANDUM**  
**No. 0123, s. 2025**

**UPDATING AND REITERATION OF DIVISION MEMORANDUM NO. 398, S. 2019 AND**  
**DIVISION MEMORANDUM NO. 167, S. 2020**

**To:** Office of the Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Public Schools District Supervisors  
Elementary, Integrated & Secondary School Heads  
All Others Concerned

1. Relative to the Division Memorandum No. 398, s. 2019 titled Designation of Liaison Officer and Use of Authority to Travel and Division Memorandum No. 167, s. 2020 – This memorandum serves to update and reiterate the importance of submitting the names of liaison officers and their alternates, as well as the proper use of authority to travel/ locator slip when transacting at the Division Office of the Department of Education.
2. In order to ensure efficient communication and coordination, Public Schools District Supervisors (PSDS) and Secondary School Heads should update the names of their designated liaison officers and their alternates not later than June 16, 2025. PSDS are hereby directed to submit a list of 3 authorized liaisons per district who will be permitted to transact official business with the Records Section. The designated liaisons shall be responsible for processing, submitting, and retrieving documents and other official records on behalf of their respective districts.
3. To maintain order and ensure that all transactions at the Division Office are conducted efficiently, the following guidelines regarding the use of authority to travel must be strictly adhered to:
  - a. Only designated liaison officers and their alternates are authorized to travel to the Division Office to transact at the RECORDS Section.
  - b. A travel authority form must be completed and approved by the School Head/ designated Officer In-charge prior to any travel.
4. The submission of names of liaison officers and their alternates, as well as the use of authority to travel/ locator slip, are part of our commitment to the Quality Management System (QMS). Adhering to these procedures ensures that our processes meet the highest standards of quality and efficiency.
5. For the information and proper guidance of all concerned.



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

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