



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

Office of the Schools Division Superintendent

February 21, 2024

DIVISION MEMORANDUM

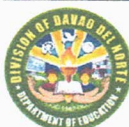
No. 0074, s. 2024

KITCHEN PERSONNEL SCHEDULES DURING THE CONDUCT OF THE 2024 DIVISION MEET, TRAINING OF ATHLETES, AND 2024 DAVRAA MEET

To: Dr. Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Dr. Eduard C. Amoguis – Chief Education Supervisor -CID
Dr. Ernie M. Aguan - Education Program Supervisor
Dr. Grace Santa T. Daclan – Education Program Supervisor
Dr. Medos O. Jala – Education Program Supervisor
Dr. Evelyn P. Lucas – School Head, Antonio V. Fruto Sr. NHS
Public Schools District Supervisors
Concerned School Heads

1. In line with the upcoming Division Meet 2024 on February 26 to 27, 2024, Training of Athletes on March 16 to 31, 2024 and DAVRAA Meet 2024 on April 1 to 7, 2024, this office informs the identified kitchen personnel to take note of the following schedules, to wit;

Date	Activity
February 23, 2024	Short Conference/Retrieval and cleaning of kitchen utensils from the Supply Section (Attention: Aldrin Gevila - Division Supply Officer) and initial preparation of the Kitchen area and mess hall at Davao del Norte Regional Sports Academy (Attention: Aries Gamino-Principal)
February 25, 2024	Final preparation of the kitchen area and mess hall at Davao del Norte Regional Sports Academy.
February 26 to 28, 2024	Division Meet 2024 proper at Davao del Norte Regional Sports Academy.
February 29, 2024	Restoration of the Kitchen area and mess hall at Davao del Norte Regional Sports Academy.
March 15, 2024	Preparation of the Kitchen mess hall for the conduct of training of athletes at Davao del Norte Regional Sports Academy.
March 16 to 31, 2024	Training of Athletes proper at Davao del Norte Regional Sports Academy.
April 1 to 7, 2024	DAVRAA Meet 2024 at Davao City



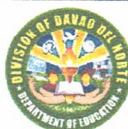


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2. The official list of kitchen personnel/staff is attached in this memorandum. The attendance of all concerned is a must.
3. The teaching and non-teaching personnel who will be serving the said event shall be given service credit and Compensatory Overtime Credit as per DepEd Order No. 53, S. 2003 and CSC and DBM Joint Circular No. 2, S. 2004 respectively during Holidays, Saturdays and Sundays.
4. In addition, NO DISRUPTION of classes shall be imposed in the conduct of the activity based on DepEd Order No. 9, S.2005 (Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith). Consequently, teaching personnel who will be serving as kitchen staff shall prepare substitution slip from day one (1) up to the last day of the said activity duly approved by the School Head. Likewise, school heads who are involved in this activity will also designate an Officer-In-Charge of the school.
5. Transportation and other incidental expenses of the participants shall be charged against local funds subject to the existing accounting and auditing rules and regulations.
6. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
7. Health protocols shall always be observed.
8. Immediate dissemination of this Memorandum to all concerned is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

DEPED DAVAO DEL NORTE
RECORDS SECTION
RELEASED
DATE: 02-21-2024
BY: J





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Enclosure 1: **LIST OF KITCHEN PERSONNEL/STAFF**

Name	Office/School	District
1. Dr. Ernie M. Aguan - Chairman	CID	Division Office
2. Dr. Evelyn P. Lucas – Co-Chairman	Antonio V. Fruto Sr. NHS	BE Dujali
3. Dr. Grace Santa T. Daclan – Member	CID	Division Office
4. Dr. Medos O. Jala - Member	CID	Division Office
5. Vivien Alerta – Kitchen Chief	Luna ES	Kapalong West
6. Marites Pilonos	El Salvador ES	New Corella
7. Olivia A. Rosete	Pinta Sabarat ES	Carmen
8. Jose Gerald S. Cleofe	Alia NHS	Carmen
9. Elda Dela Cruz	Tubod NHS	Carmen
10. Elizabeth Ledesma	Sto. Nino ES	Carmen
11. Dinah Salazar	Maniki CESSC	Kapalong East
12. Estrella L. Rebamonte	Sto. Niño ES	Carmen
13. Karina Joy B. Baldomar	Maniki CESSC	Kapalong East
14. Reynaldo Glodove	Dibabawon I ES	Langilan
15. Melody T. Halabaso	Maniki CESSC	Kapalong East
16. Rochelle D. Paman	Mangalcal ES	Carmen
17. Raffy Dumandan	Gabuyan ES	Kapalong West
18. April Joy Panague	Kimamon NNHS	Sto. Tomas East
19. Rhoda N. Rosete	Sto. Niño NHS	Talaingod
20. Leah C. Vale	Kapalong NHS	Kapalong East
21. Rommel A. Sandoval	Sto. Niño NHS	Talaingod
22. Ruben Danduan	Tibulao ES	Carmen
23. Ernie Sereñoso	Balagunan ES	Sto. Tomas West
24. Joemar Eugenio	Bobongon ES	Sto. Tomas West

Non DepEd Personnel: (Hired)

Chief Cook	1. Joie Mae Rafisura
Assistant/Washer	2. Julius Rafisura
Washer	3. Froy Vilasco
Washer	4. Annabel Andrino
Washer	5. Eliza Doronio

Prepared by:


ERNIE M. AGUAN, Ed D
Education Program Supervisor

Approved:


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

