



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

September 8, 2025

DIVISION MEMORANDUM

No.0212, s. 2025

REMINDER ON THE CORRECT SPELLING OF THE SIGNING AUTHORITY'S NAME

To: Assistant Schools Division Superintendent
Curriculum Implementation Division, Chief
All Education Program Supervisors
Public Schools District Supervisors
All Elementary and Secondary School Heads
Division Office Personnel

1. In ensuring smooth and timely processing of documents, this Office reminds all personnel to observe the herein correct spelling of the name of the signing authority for the Assistant Schools Division Superintendent in all communications and official documents.

JANETTE G. VELOSO, CESO VI

Assistant Schools Division Superintendent

2. This Office has noticed several documents contain misspelled which require correction before signing and result in unnecessary delays.
3. By simply ensuring accuracy in this detail, we call collectively help minimize delays and facilitate a more efficient workflow.
4. For information, guidance and compliance

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



ASDS/lml

Fn: Reminder on the Correct Spelling of the Signing Authority's Name



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