



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

Office of the Schools Division Superintendent

August 29, 2025

**DIVISION MEMORANDUM**

No. 0237, s. 2025

**LIST OF NON-TEACHING PERSONNEL WHO WILL HANDLE MOOE MONTHLY  
COLLECTION OF BIR ALPHABETICAL LIST (ALPHALIST) OF PAYEES FROM THEIR  
DISTRICT**

TO: Janette G. Veloso, CESO VI- Assistant Schools Division Superintendent  
Public Schools District Supervisors  
School Heads  
Non-Teaching Personnel of Schools

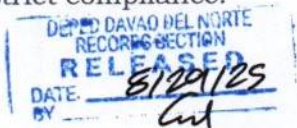
1. The following personnel are listed as Non-Teaching Representative to handle collection of Alphalist from all schools under their district for summarization by the Division Office, to wit:

|                          |   |                         |
|--------------------------|---|-------------------------|
| Asuncion District        | - | Lyndee M. Sagalar       |
| Carmen District -        | - | Janiza Serdan           |
| Dujali District -        | - | Melodina T. Hilario     |
| Kapalong West District   | - | Marlyn T. Quilla        |
| Kapalong East District   | - | Wendy Lyn Jamison       |
| Langilan District        | - | Mae Grace Puray         |
| New Corella District     | - | Marie Fe J. Gabriento   |
| San Isidro District      | - | Jouanny Dorotan         |
| Sto. Tomas West District | - | Kate Gizelle R. Samsona |
| Sto. Tomas East District | - | Ericlouise A. Silva     |
| Talaingod District       | - | Judy Mae Besonia        |

2. The tasks of the personnel enumerated above are as follows:

- Verify** which schools in their district are included in the AlphaList (link is provided in the group chat/ <https://tinyurl.com/ListAlphalist> )
- Notify** other NTP's in their district via the group chat that Alphalist is now ready for collection.
- Rename** the AlphaList file according to the assigned number in the list.
- Upload** the renamed file to oneDrive (upload link also in the group chat/ <https://tinyurl.com/uploadAlphalist> )

3. For strict compliance.



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

Accntng/mlmq  
FN: memo for alphalist collection



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