



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE  
STO. TOMAS EAST DISTRICT

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
Date: 03-08-22  
By: [Signature] 1:10pm

Office of the Public Schools District Superintendent

March 08, 2022

DIVISION MEMORANDUM  
No. 2Ks. 2022

**SPECIAL AND EMERGENCY MEETING WITH DISTRICT SUPERVISOR, SCHOOL HEADS, ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS**

To: Education Program Supervisor (District Matrix)  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All Administrative Officers  
All Administrative Assistants

1. As part of the efforts of the Division of Davao del Norte to ensure the efficiency and effectiveness of the school operations, a special/emergency meeting will be held on March 15, 2022, exactly 8:00 in the morning at Salvacion Elementary School, face to face.
2. In this regard, all school heads, AO's and ADAS' are required to prepare their Monthly Accomplishment Reports, Best Practices, other updates and concerns.
3. Everyone is required to strictly adhere to the health protocols as prescribed by the Inter-Agency Task Force (IATF). Further, all participants are encouraged to continuously support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
4. Travel, food and other incidental expenses shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is highly desired.

*[Signature]*

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent



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