



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

SCHOOLS DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Office of the Schools Division Superintendent


DIVISION MEMORANDUM
CID-2022- 032

To: DIVINA P. DELA CUEVA, PSDS-STO. TOMAS EAST
ELEMENTARY SCHOOL HEADS
ELEMENTARY ACCOUNT OFFICERS II (AO II)
DISTRICT ADMINISTRATIVE ASSISTANT II (ADAS II) PERSONNEL IN-CHARGE
STO. TOMAS EAST DISTRICT

Subject: **DISTRICT MEETING OF ACCOUNT OFFICERS II (AO II) AND DISTRICT
ADMINISTRATIVE ASSISTANT II (ADAS II) PERSONNEL IN-CHARGE OF
STO. TOMAS EAST DISTRICT**

Date: August 23, 2022

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1. Please be informed that there will be a district meeting of Elementary Administrative Officers II (AO II) and District Administrative Assistant II (ADAS II) Personnel In-charge of Sto. Tomas East District on **August 30, 2022, Tuesday, 9:00 a.m.** at Sto. Tomas East District Office, Nafco, Bobongon, Sto. Tomas, Davao del Norte. Submission of Daily Time Records (DTRs), preparation of Modified Form 7, and other personnel related matters will be discussed.
 2. The participants are required to strictly observe the health protocols as prescribed by the IATF during this time of pandemic.
 3. It is expected that the Equal Opportunity Principle (EOP) Performance goals and requirements must be made to recognize universal equality of individuals regardless to gender, religion, ethnicity, and political affiliation relative to this activity.
 4. Travel and other incidental expenses of the participants relative to the participation in this activity shall be charged to School MOOE fund/or any local funds subject to the existing accounting and auditing rules and regulations.
 5. Wide dissemination of this memorandum to all concerned is desired.


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

CID/dpd



Address: **Mankilam, Tagum City, Davao del Norte**
Telephone Number: **(084) 216-6742** | Telefax **(084) 216-6506**
Website: **www.depeddavnor.ph** | Facebook: **DepEd Davao del Norte**

