



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

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Office of the Schools Division Superintendent

September 15, 2022

DIVISION MEMORANDUM
CID – 2022 – 075

DISTRICT MONTHLY ADMINISTRATORS' MEETING OF STO. TOMAS WEST DISTRICT

To: MR. CLEMENTE E. TIMBAL – Public Schools District Supervisor
Heads, Elementary and Secondary Schools
Administrative Officers II
Administrative Assistants II & III

1. Please be informed that there will be a District Monthly Administrators' Meeting of Sto. Tomas West District on September 16, 2022, Friday, 1:00 o'clock in the afternoon at Sto. Tomas West District Office.
2. The items of the agenda are the following:
 - a. Review on the process of submission and approval of financial request;
 - b. Other Matters.
3. The participants in this activity are the Elementary and Secondary School Heads, Administrative Officers II, and Administrative Assistants II & III.
4. All concerned are required to STRICTLY observe the health protocols as prescribed by the IATF on COVID-19 during this pandemic.
5. Further, all are also encouraged to support and recognize the value of universal equality and diversity of all personnel relative to this activity.
6. Travel and other incidental expenses of the participants relative to their participation in this activity shall be chargeable against School MOOE and/or other local funds subject to the existing accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum to all concerned is desired.


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

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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

