



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

23-01322  
SCHOOLS DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Date: 10 JAN 2023 3:43 PM

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**CID -2023 - 0008**

To: Clemente E. Timbal  
Public Schools District Supervisor, Sto. Tomas West District  
All Elementary & Secondary School Heads

Subject: **STO. TOMAS WEST DISTRICT ADMINISTRATORS' MEETING**

Date: January 10, 2023

Please be informed of the District Administrators Meeting on January 11, 2023 1:00 PM at the District Conference Hall to discuss issues and concerns on the project proposal to be funded by the SEF, NAT and other concerns.

Travel expenses of the school heads shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.

Everyone is enjoined to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

Health and safety protocols must be strictly observed by all participants in all undertakings relative to this endeavor.

Immediate dissemination of this memorandum to the concerned is desired.

**ALLAN G. FARNAZO**

Director IV  
and concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent

  
**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent

CID/cet



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