



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0052

To: DIVINA P. DELA CUEVA – PSDS
ALL CONCERN SCHOOL HEADS
ADMINISTRATIVE OFFICERS II (AOII)
ADMINISTRATIVE ASSISTANTS II (PERSONNEL-IN-CHARGE)
STO. TOMAS EAST DISTRICT

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

Date: January 27, 2023

1. Please be informed that there will be a district meeting of Administrative Officers II (AO II) and Administrative Assistant II (ADAS II) Personnel In-charge for Elementary and Secondary Schools (Non-Implementing Unit) of Sto. Tomas East District on **January 31, 2023, Tuesday, 1:00 p.m.** at Sto. Tomas East District Office, Nafco, Bobongon, Sto. Tomas, Davao del Norte. The agenda will be the following:

- a. Re-echo of the Revised Modified Form 7 (Plantilla-based Form 7).
- b. Checking of attachments for Division PSU submission.
- c. Schedule of focal person in checking of Form 7 and other related documents.
- d. Timeline of submission of DTR and Modified Form 7.
- e. Other Matters

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 of this activity shall be charged to School's MOOE and/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.



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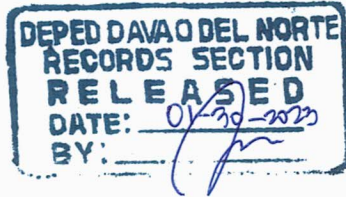


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ALLAN G. FARNAZO
Director IV
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent



CID/dpd



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