



23-05469

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2023-0055

To: CLEMENTE E. TIMBAL – PSDS
ALL CONCERNED SCHOOL HEADS
ADMINISTRATIVE OFFICER II
ADMINISTRATIVE ASSISTANT II AND III
STO TOMAS WEST DISTRICT

Subject: **DISTRICT MEETING OF ADMINISTRATIVE OFFICERS II (AO II) AND ADMINISTRATIVE ASSISTANT II AND III (PERSONNEL IN-CHARGE) OF STO TOMAS WEST DISTRICT**

Date: January 31, 2023

1. Please be informed that there will be a District Meeting of ADMINISTRATIVE OFFICERS II (AO II) and ADMINISTRATIVE ASSISTANT II AND III (PERSONNEL IN-CHARGE) for Elementary and Secondary Schools (Non-Implementing Unit) of Sto Tomas West district on **February 3, 2023, Friday, 1:00 p.m.** at Sto Tomas West District Office, Sto tomas, Davao del Norte.
2. The agenda will be the following:
 - a. Re-echo of the Revised Modified Form 7 (Plantilla-based Form 7).
 - b. Checking 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.
3. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives see forth by this Office. Likewise, it is enjoined that health and safety protocols be strictly observed during the conduct of the 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.

ALLAN G. FARNAZO

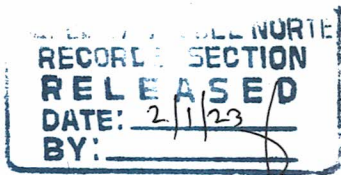
Director IV

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

For the Schools Division Superintendent

Rebecca C. Sagot
REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent



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