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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

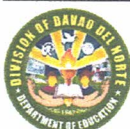
CID-2023-0221

To: Eduard C. Amoguis, Ed D – Chief Education Program Supervisor -CID
Education Program Supervisors
Public Schools District Supervisors
School Heads

Subject: **PREPARATION OF THE KITCHEN AND MESS HALL FOR THE TRAINING OF 2023 DAVRAA ATHLETES**

Date: March 23, 2023

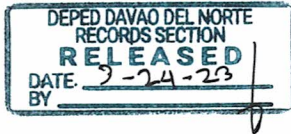
1. In line with the upcoming DAVRAA Meet on April 24-28, 2023, the Division of Davao del Norte will be conducting intensive training of athletes at Davao del Norte Sports and Tourism Complex, Tagum City, Davao del Norte on April 8 to 23, 2024. Meals and snacks will be served during the training, thus, all kitchen personnel assigned will report to the said venue in the entire duration of the said activity.
2. In addition, all kitchen personnel will report to the Division Office on April 5, 2023 (Wednesday) at 8:00AM to 5:00PM for the preparation of the kitchen area and mess hall at Davao del Norte Regional Sports Academy. The Supply Section headed by Mr. Aldrin Gevila is also requested to facilitate the release and preparation of the kitchen materials needed during the said activity.
3. The list of personnel is attached in Enclosure 1 of this memorandum. Attendance of all concerned is enjoined.
4. The teaching and non-teaching personnel in-charge of the kitchen shall be given service credit and Compensatory Overtime Credit as per DepEd Order No. 53, S. 2003 and CSC and DBM Joint Circular No. 2, S. 2004 respectively during Saturdays and Sundays.
5. Further, NO DISRUPTION of classes shall be imposed in the conduct of the activity based on DepEd Order No. 9, S.2005 (Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith). Consequently, the kitchen personnel listed shall prepare substitution slip duly approved by the School Head.
6. Transportation and other incidental expenses of the participants shall be charged against local funds subject to the existing accounting and auditing rules and regulations.
7. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.





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8. Health protocols shall be always observed.
9. Immediate dissemination of this Memorandum to all concerned is desired.



For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Enclosed: As stated.
CID/ema





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Enclosure 1: **LIST OF KITCHEN PERSONNEL DURING DAVRAA MEET 2023
TRAINING OF ATHLETES**

Name	Office/School	District
1. Ernie M. Aguan	CID	Division Office
2. Gloria B. Subong	CID	Division Office
3. Vivien Alerta	Luna ES	Kapalong West
4. April Dan S. Borromeo	Gupitan IS	Langilan
5. Marites Tocmo	El Salvador ES	New Corella
6. Elda Dela Cruz	Tubod NHS	Carmen
7. Elizabeth Ledesma	Sto. Nino ES	Carmen
8. Dinah Salazar	Maniki CESSC	Kapalong East
9. Mary Joy Martinez	Tulalian ES	Sto. Tomas West
10. Andres Modoc	Sampao IS	Kapalong West
11. Roland Abao	Balulon ES	Langilan
12. Reynaldo Glodove	Dibabawon I ES	Langilan
13. Rhaciel Pablo	Nasinabong ES	Langilan
14. Ruben Montesclaros	New Katipunan ES	Sto. Tomas West
15. Kenny Rose Alabado	Tulalian ES	Sto. Tomas West

Additional Kitchen Personnel (Non-DepEd Personnel):


Chief Cook	Mitchie Burgos
Washer (Male)	Christopher Baniqued
Washer (Washer)	Juliet Calderon

Prepared by:


ERNIE M. AGUAN, Ed D
Education Program Supervisor


GLORIA B. SUBONG
Education Program Supervisor

Approved:


REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

