



23-19378

Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2023-0312

To: Rebecca C. Sagot, CESO VI - ASDS
Eduard C. Amoguis - CID Chief
Ramel M. Pilo - SGOD Chief
Ronnie A. Publico, PSDS - Talaingod District
School Heads of Talaingod District
All other concerned

SUBJECT: **EMERGENCY MEETING OF ALL NON-TEACHING PERSONNEL (ADMINISTRATIVE OFFICERS and ADMINISTRATIVE ASSISTANTS) OF TALAINGOD DISTRICT**

DATE: April 24, 2023

1. This Office informs all the Administrative Officers (AO) and Administrative Assistant (ADAS) for an emergency meeting on April 26 (Wednesday), 2023 at 8:30-10:00 am at the Office of the Public Schools District Supervisor to discuss matters relative to your respective workloads in order to avoid overlapping of tasks and facilitate the submission of reports smoothly (See attached sheet for the list of participants.)
2. Travel, meals and other incidental expenses incurred in the activity shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
3. It is emphasized that everyone shall observe and follow the minimum health protocols in accordance with the Inter-Agency Task Force Against Infectious Disease (IATF) and the Department of Health (DOH) rules and guidelines, while the Equal Opportunity Principle (EOP) must always be upheld.
4. Wide dissemination of this memorandum to all concerned is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent



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LIST OF NON-TEACHING PERSONNEL OF TALAINGOD DISTRICT

NAME	DESIGNATION	SCHOOL
Ana Lou C. Henobiagon	AO II	Lumabag IS
JaneRose A. Lozano	AO II	Paiton IS
Rodolfo Ibale	AO II	Cabadiangan IS
Iris Castro	AO II	Naseco IS
Lomy Degamo	AO II	Nasilaban IS
James Vincent A. Bacus	AO II	Sto Nino Central ES
Aive Solen	ADAS III	Palma Gil IS
Irish S. Tautho	ADAS III	Tibi-Tibi ES
Reynaldo H. Adlaon	ADAS III	Talaingod District Office
Sherlyn V. Salido	ADAS II	Talaingod District Office

