



Republic of the Philippines  
**Department of Education**  
REGION XI

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2023-0702

To: Eduard C. Amoguis, Chief Education Supervisor, CID  
Ramel M. Pilo, Chief Education Supervisor, SGOD  
Clemente E. Timbal, Public Schools District Supervisor, Sto. Tomas East District  
Sto. Tomas East District Elementary and Secondary School Heads  
Sto. Tomas East District Teaching and Non-Teaching Personnel  
All Others Concerned

Subject: **STO. TOMAS EAST DISTRICT MEETING OF TEACHING AND NON-TEACHING PERSONNEL**

Date: August 23, 2023

1. Please be informed that there will be a meeting of all teaching and non-teaching personnel of Sto. Tomas East District on August 25, 2023 from 7:00 a.m. to 12:00 noon at Salvacion National High School, Salvacion, Santo Tomas, Davao del Norte.
2. The following are the topics to be discussed:
  - a. Class Program
  - b. Guidelines on Lesson Planning
  - c. Sports Program
  - d. Literacy Program
  - e. Other Matters
3. The teaching personnel who shall render their vacation time and service in the said activity will be given service credits as per D.O. No. 53, s. 2003 otherwise known as the *Updated Guidelines on Grant of Vacation Service Credit to Teachers* and CSC and DB Joint Circular No. 2, s. 2004 titled *Non-monetary Remuneration for Overtime Services Rendered*, respectively.
4. Travel and other incidental expenses of the participants shall be charged to the School/Division Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
5. 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.
6. Immediate dissemination of this memorandum to the concerned is desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent



**RAMEL M. PILO**  
Chief, SGOD

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Page 1 of 1

