



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
CID-2023-0770

To: Rebecca C. Sagot, CESO VI - ASDS  
Eduard C. Amoguis - CID Chief  
Clemente E. Timbal, PSDS – Sto. Tomas East District  
School Heads of Sto. Tomas East District  
All Non-Teaching Personnel of Sto. Tomas East District  
All Others Concerned

Subject: **MEETING OF ALL ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS OF STO. TOMAS EAST DISTRICT**

Date: September 26, 2023

1. This Office informs all the Administrative Officers (AO) and Administrative Assistants (ADAS) for a meeting on September 30, 2023, 9:00 am to 12:00 noon at the Office of the Schools District Supervisor to discuss matters relative to the respective workloads in order to avoid overlapping of tasks and efficiently facilitate submission of reports.
2. Travel expenses incurred in the activity shall be chargeable against school Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
3. Everyone is enjoined to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set by this office.
4. Wide dissemination of this memorandum to all concerned is desired.

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

For the Schools Division Superintendent

  
**RAMEL M. PILO**  
Chief, SGOD



CID/cet

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