



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 046

To: Assistant Schools Division Superintendent
Chief, Education Program Supervisor- CID
Chief, Education Program Supervisor – SGOD
Public Schools District Supervisor
Elementary and Secondary Principal
All Other Concerned

Subject: **STO. TOMAS WEST DISTRICT DAILY SCHEDULE TO DAVAO REGION BILLETING QUARTER**

Date: June 1, 2023

1. Relevance to the conduct of the Pre-National Qualifying Meet on June 5-9, 2023 at Davao del Norte Sports and Tourism Complex, Mankilam. The personnel whose names are indicated in the enclosure shall form part of the committee as specified.
2. The said personnel shall serve during the Pre-National Qualifying Meet. They shall maintain the cleanliness and orderliness of the Mess Hall and Billeting Quarter of Davao Region at Tagum National Trade School, Apokon Tagum City on June 1, 2023 up to June 9, 2023.
3. Further, the school shall form a committee consisting of 8 personnel to report daily to the said venue.
4. Furthermore, NO DISRUPTION of classes shall be imposed in the conduct of the activity based from DepEd Order No. 9 series of 2005, (Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith). Teachers who shall be attending the activity shall prepare substitution slip duly signed by the school principal.
5. Travelling and other incidental expenses is chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. 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.
7. Immediate dissemination of this memorandum to all concerned is desired.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



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Enclosure 1

DAILY SCHEDULE OF BILLETING QUARTER CLEANLINESS

Date	School	Terms of Reference
June 1, 2023	Balagunan National High School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 2, 2023	Marsman National High School Marsman Elementary School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 3, 2023	Sto. Tomas Central Es Sped Center San Jose Elementary School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 4, 2023	San Isidro Elementary Bobongon Elementary School New Visayas Elementary School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 5, 2023	Balagunan Elementary School Tulalian Elementary School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 6, 2023	Tulalian National High School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 7, 2023	New Katipunan Elementary School Tallos Elementary School	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 8, 2023	Magwawa IS Maguintalunan IS	Maintain the cleanliness and orderliness of the billeting quarter of Davao Region.
June 9, 2023	Sto. Tomas National High School	Restore the decoration of the mess hall and billeting quarter.

