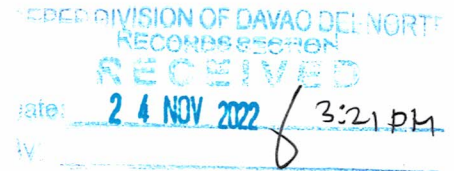




Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2022-132

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief, Education Program Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
Concerned Public School Heads, Integrated, Elementary and Secondary Schools
Concerned Division Section Heads

Subject: **3rd Joint Division Management Committee Meeting**

Date: November 24, 2022

This Division hereby informs everyone on the conduct of the **3rd Joint Management Committee Meeting** on December 7, 2022, from 8:00 AM to 5:00 PM. The venue will be announced upon the completion of the procurement process.

School Heads shall pay a registration fee of P800.00 that will cover meals and the cost of the venue. A check payable to the winning bidder (to be announced also in a separate memorandum) for the said activity will be prepared net of tax. Likewise, the BIR Form 2306 will be issued in favor of the winning bidder.

Public School District Supervisors are directed to collect the check payment from the school head of their assigned district on or before **December 2, 2022**, and endorsed the same to the Division Finance Office.

Travel and other incidental expenses incurred shall be chargeable against Division Maintenance and Other Operating Expenses (MOOE) Fund for the Division Office personnel and School MOOE for the School Heads subject to the usual accounting and auditing rules and regulations.

This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing face masks.

In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.





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Immediate dissemination of and compliance with this memorandum is desired.

ALLAN G. FARNAZO
Director IV
and Concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

sgod/rtp

ROSALINDA N. DIONIO
Administrative Officer V

