



27-09100

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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
SGOD-2023-0056

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Education Program Supervisors, Curriculum Implementation Division  
Education Program Supervisor, School Governance and Operations Division  
Public Schools District Supervisors  
School Heads Concerned  
All Others Concerned

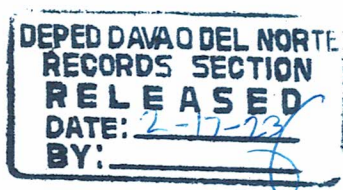
Subject: **REQUEST FOR STANDBY VEHICLE DURING THE REGIONAL MANCOM MEETING**

Date: February 16, 2023

1. In relation to the conduct of the Regional Management Committee (MANCOM) Meeting at this Schools Division, the following are hereby requested to be at the Division Office to provide support on February 23, 2023, on official business:

NAME	POSITION/ DESIGNATION	STATION	DATE & TIME OF ATTENDANCE
BERNARD MALLORCA	School Head	La Libertad ES	February 23, 2023 from 5:00 a.m. to 10:00 p.m.
JUNE DIEGO SABUDAN	School Head	Kapatagan IS	
RESTITUTO DIGAL	School Head	Magbaad ES	
JESSIE LAMSIN	School Head	Agman PS	

- Services rendered beyond official working hours shall be granted with corresponding compensatory overtime credit (COC) as stipulated in DepEd Order No. 53, s. 2003.
- Travel and other allowable expenses shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
- It is also emphasized that while in the activity, the personnel shall observe and follow the minimum health protocols in accordance with the Inter-Agency Task Force Against Infectious Disease (IATF) and Department of Health (DOH) rules and guidelines, while the Equal Opportunity Principle (EOP) must always be upheld.
- For information and guidance of the concerned.



For the Schools Division Superintendent:

*[Signature]*  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

sgod/djql

