



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

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2023-343

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
Education Program Supervisor, SGOD  
All Public Schools District Supervisors  
All Concerned Division Personnel  
All School Heads  
All Teachers

Subject: **SUBMISSION OF EXPLANATION LETTERS OF THE ABSENTEES DURING THE CONDUCT OF THE DIVISION WORLD TEACHERS' DAY CELEBRATION**

Date: October 3, 2023

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1. On October 2, 2023, the Department of Education – Division of Davao del Norte organized a World Teachers' Day Celebration. The event, held at Molave Hotel, Tagum City, aimed to honor the dedicated teachers who have contributed significantly to the education sector. Each participant was allocated with P450.00 charged against the Division Maintenance and Other Operating Expenses (MOOE) Funds for the venue, meals, and snacks. Thus, this Division Office is requesting all the participants who have failed to attend to submit an explanation letter citing their reasons for failing to attend the said activity.
2. Further, all concerned personnel are expected to submit their written letters **on or before October 12, 2023** at the School Governance and Operations Division Office.
3. In adherence to all policies, everyone is encouraged to continuously support and value Equal Opportunity Principle (EOP) within the Department.
4. Immediate dissemination of and compliance with this memorandum is desired.

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

For the Schools Division Superintendent:



**RAMEL M. PILO**  
Chief Education Supervisor

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