



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-432

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 DRRM YEAR-END CONFERENCE CUM DIVISION PARTNERSHIP DAY**

Date: December 15, 2023

1. On December 5, 2023, the Department of Education – Division of Davao del Norte conducted the DRRM Year-End Conference cum Division Partnership Day held at Big 8 Corporate Hotel, Tagum City. Each participant was allocated with P800.00 charged against the DRRM Program Support 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 December 18, 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

