



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

Office of the Schools Division Superintendent

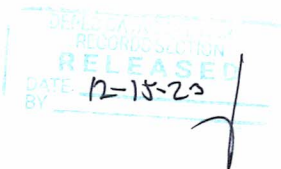
DIVISION MEMORANDUM
SGOD-2023-433

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

Subject: **SUBMISSION OF EXPLANATION LETTERS OF THE ABSENTEES DURING THE CONDUCT OF THE CONTINGENCY PLANNING WORKSHOP FOR SCHOOLS**

Date: December 15, 2023

1. On November 15-17, 2023, the Department of Education – Division of Davao del Norte conducted a Contingency Planning Workshop for Schools, aimed at ensuring preparedness of schools for earthquakes. Each participant was allocated with P2,000.00/day charged against the DRRM Program Support Funds for the venue, accommodation, 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 absence, as well as to attach means of verification (e.g., Certificate of Appearance) if the concerned participant was on other official business.
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

