



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

LEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Date: 21 NOV 2022 / 2:29 PM  
By: \_\_\_\_\_

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2022-090

To: **ARTURO L. SALVA**  
Administrative Aide I

From: The Office of the Schools Division Superintendent

Subject: Special Assignment as part of the Transportation Committee during the National MANCOM Meeting to be hosted by DepEd Davao Region

Date: November 21, 2022

Herewith is the Regional Memorandum dated November 16, 2022 from the Office of the Regional Director ASD-2022-124 entitled, "*Composition and Instructions for the Transportation Committee during the National MANCOM Meeting to be hosted by DepEd Davao Region*". To fulfill the mandate on the Department of Education, the National Management Committee (MANCOM) regularly conduct Face-to-Face Monitoring and High-Level Meeting in the different regions in our country. The Davao Region's turn to host the said important event on **December 05, 2022** in a venue in Davao City which is yet to be identified.

To ensure the availability of DepEd vehicles for the shuttle needs of DepEd officials and guests attending the high-level meeting, a Transportation Committee has been formed to address the said need.

In support to the Transportation Committee, the Schools Division Superintendent is hereby directed to ensure compliance with the following, to wit:

1. Lend the DepEd Van and DepEd Pick-Up vehicles to DepEd RO XI from **December 03, 2022** until **December 06, 2022** with assigned drivers;
2. On its first day, the vehicles must be in full tank as to its fuel;
3. The vehicles must be in good running condition with a provision of isopropyl alcohol, tissue, and face masks inside it; and
4. The drivers shall be in a very good grooming (wearing polo, black slacks pants, and black leather shoes and with prescribed DepEd I.D.).





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**

The Transportation Committee will conduct a virtual orientation with members and assigned drivers on **November 29, 2022**.

For information and strict compliance.

For the Schools Division Superintendent:

**EDUARD C. AMOGUIS**

Chief Education Program Supervisor,  
Curriculum Implementation Division

*Per/fah*

Page 2 of 2



Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216 0188  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
ASD-2022-124

To : Schools Division Superintendents/OIC-SDS

Subject: **COMPOSITION AND INSTRUCTIONS FOR THE  
TRANSPORTATION COMMITTEE DURING THE NATIONAL  
MANCOM MEETING TO BE HOSTED BY DEPED DAVAO REGION**

Date : November 16, 2022

To fulfill the mandate on the Department of Education, the National Management Committee (MANCOM) regularly conduct its Face-to-Face Monitoring and High-Level Meeting in the different regions in our country. The Davao Region's turn to host the said important event is on December 05, 2022 in a venue here in Davao City which is yet to be identified.

This Office has formed several working committees to address the varied needs in the preparation for the said event. One of which is the Transportation Committee, which is primarily tasked to ensure the availability of DepEd vehicles for the shuttle needs of the DepEd officials and guests attending the high-level meeting.

The Schools Division Superintendents are hereby directed to ensure compliance with the following in support to the Transportation Committee, to wit:

1. Lend the DepEd Van and DepEd Pick-Up vehicles to DepEd RO XI from December 03, 2022 until December 06, 2022 with assigned drivers;
2. On its first day, the vehicle must be in full tank as to its fuel;
3. The vehicles must be in good running condition with a provision of isopropyl alcohol, tissue, and face masks inside it;
4. The drivers shall be in very good grooming (wearing polo, black slacks pants, and black leather shoes and with prescribed DepEd I.D.); and
5. The Administrative Officer V for Administration of each Division Office shall fill out the attached template and be submitted to this Office through email address [alan.ebuna@depsd.gov.ph](mailto:alan.ebuna@depsd.gov.ph) on or before **November 21, 2022**.

The transportation committee will conduct a virtual orientation with members and assigned drivers on November 29, 2022.

For any inquiries or clarifications, kindly contact the Administrative Services Division on the telephone numbers 082-225-0816.

For information and strict compliance

DEPARTMENT OF EDUCATION RO XI  
RECORDS SECTION  
**RELEASED**

By the Authority of the Regional Director:  
**ALLAN G. FARNAZO**  
Director IV  
**ROY V. ENRIQUEZ**  
Chief Administrative Officer  
Officer-In-Charge

Enclosed: As stated.  
ROA3/PS/ai

By: 11322  
Date: Nov 18, 2022



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

**Form 1 - Information Form**


**Division Office: DepEd Davao del Norte Division**

**1. Drivers**

<b>Name</b>	<b>Vehicle Plate Number</b>	<b>Vehicle Type</b>	<b>Email Address &amp; Mobile Number</b>
1. REY B. MASCARINAS	1301-1587430	Toyota Hiace	rey.mascarinas001@deped.gov.ph ; 09076601794
2. ARTURO L. SALVA	0301-00001250922	Mitsubishi Strada	arturo.salva001@deped.gov.ph ; 09384496345

**2. Administrative Officers (AO V)**

<b>Name</b>	<b>Contact Numbers (Mobile and Landline)</b>	<b>Email Address</b>
1. ROSALINDA N. DIONIO	09985777563	rosalinda.dionio@deped.gov.ph

Prepared By: 

**ROSALINDA N. DIONIO**

Administrative Officer V