



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

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2023-0108

**TO: APRIL JULIE MAE P. GONZAGA**  
Administrative Assistant III  
Office of the Schools Division Superintendent

**SUBJECT: DESIGNATION AS PERSONNEL-IN-CHARGE IN THE OFFICE OF THE  
LEGAL OFFICER OF THIS DIVISION**

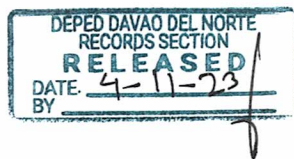
**DATE:** April 4, 2023

In the exigency of the service and in view of the maternity leave of Atty. Vevirlie Gallo, you are hereby informed of your special assignment as designated personnel-in-charge of the following tasks:

1. Respond to communications;
2. Safekeep legal documents;
3. Render legal opinion;
4. Issue Notice of Conference;
5. Tasks as one of the fact-finding committee;
6. Do some legal research, as needed.

This designation does not carry with it additional remuneration no priority in promotion and is TEMPORARY in nature, subject to recall by this Office when deemed necessary.

Please be guided accordingly.



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

