



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-110

To: MECCA DIANE C. ROSAL
Administrative Aide VI

Subject: Designation of Secretary to the Office of the Schools Division
Superintendent

Date: 11 April 2023

1. In view of the absence of Ms. April Julie Mae Gonzaga, Administrative Assistant III (Secretary), you are hereby designated as Secretary to the Office of the Schools Division Superintendent.
2. You will be responsible for managing the day-to-day affairs of the office, including coordinating with internal and external stakeholders, managing incoming and outgoing communications and ensuring that all requests and inquiries are appropriately addressed.
3. For your information and guidance.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

