



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**

**OFFICE MEMORANDUM**

OSDS-2023-111

To: FLOURIMAE A. HANGAD  
Administrative Officer II

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

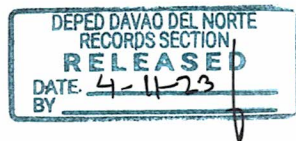
Date: 11 April 2023

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1. In view of the designation of Ms. Mecca Diance C. Rosal as Secretary to the Office of the Schools Division Superintendent, you are hereby designated as the new Secretary to the Office of the Assistant Schools Division Superintendent.

2. You will be assigned at the Office of the Assistant Schools Division Superintendent and is expected to 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

