



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

**Office of the Schools Division Superintendent**

OFFICE MEMORANDUM  
OSDS-2023-0234

To: **RAQUEL G. TAGALINAO**  
School Principal IV  
Sawata National High School

**JOHN MARTIN M. DELAPOS**  
Administrative Assistant II

From: The Office of the Schools Division Superintendent

Subject: Assignment of Administrative Assistant to the Division Office

Date: July 10, 2023

Please let your Administrative Assistant, **JOHN MARTIN M. DELAPOS**, to report to the Division Office particularly in the Budget and Accounting Sections to rigorously undergo training for one (1) month.

Mr. Delapos will report to the Division Office two (2) times a week and three (3) a week at Sawata National High Schools starting July 10, 2023.

All needed reports will be made in the Accounting Section under the supervision of the Division Accountant.

Please be guided accordingly.

Recommending Approval:



**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Approved by:

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

