



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-0287

TO : **ROSALINDA N. DIONIO**, Administrative Officer V
MECCA DIANE C. ROSAL, Administrative Aide VI

SUBJECT : **ADDENDUM TO OFFICE MEMORANDUM NO. OSDS-2023-0278**

DATE : NOVEMBER 21, 2023

1. This is to authorize, **MS. ROSALINDA N. DIONIO**, Administrative Officer V, to render overtime work on regular days, Saturdays, Sundays and Holidays to sign Disbursement Vouchers and other financial documents to facilitate release of claims in November and December 2023.
2. This memorandum also allows **MECCA DIANE C. ROSAL**, Administrative Aide VI, who acts as one of the Schools Division Superintendent's assistants, to render overtime work on regular days to approve eMDS transactions in the night time as heavy traffic is experienced in the daytime, thereby making the internet slow.
3. Please be guided accordingly.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Accntng/mlmq

