



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0082

To: Rosalinda N. Dionio, Administrative Officer V
Relyn B. Gallardo, HRMO/Administrative Officer IV
All Public Schools District Supervisor
All Others Concerned

Subject: **ORIENTATION ON THE POSTING OF APPLICATION FOR LEAVE
AND COMPENSATORY OVERTIME CREDIT**

Date: May 22, 2025

In light of the reassignment of personnel in charge of posting leave and compensatory overtime credit applications at the Division Office, the responsibility for posting applications from district non-teaching personnel will be transferred to the District Administrative Assistant II, effective June 1, 2025.

To ensure a smooth transition and proper implementation, an orientation will be conducted on May 28, 2025 at the ALS Training Hall, from 8:00 AM to 3:00 PM. Attendance is mandatory for the following personnel:

DISTRICT:	NAME:
Asuncion District	Vem Jane M. Abendaño
Carmen District	Cristine A. Lenuewa
Dujali District	Michelle A. Serapion
Kapalong East District	Jenelyn M. Dayoc
Kapalong West District	Marlyn T. Quilla
Langilan District	Aljane B. Quilla
New Corella District	Jennifer G. Oyan
San Isidro District	Rhea Joy C. Trangia
Sto. Tomas East District	Jose III M. Anayo
Sto. Tomas West District	Lindly B. Mañacap
Talaingod District	Franclita D. Amoto



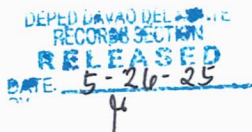
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All attendees are required to bring their **laptops**, as they will be performing actual tasks related to the new posting procedures.

Please be guided accordingly and ensure your attendance at the scheduled orientation.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:




ROSALINDA N. DIONIO
Administrative Officer 

Personnel/jlhj

fn: ORIENTATION ON THE POSTING OF APPLICATION FOR LEAVE AND COMPENSATORY OVERTIME CREDIT



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