



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 - 0090

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operation Division
Concerned Public Schools District Supervisors
Concerned School Heads of Elementary Schools

Subject: **MANDATORY REPORTING TO PAYROLL SERVICES UNIT FOR JUNE 2025 PAYROLL**

Date: June 2, 2025

1. In preparation for the timely processing of the Cash Allowance and June 2025 payroll, the following personnel from the field are hereby directed to report to the Payroll Services Unit at the Schools Division Office from **June 4 to June 11, 2025**, to assist in payroll-related tasks:

Name	School/District
Jenny A. Doria	Luna Elementary School/Kapalong West
Roma Q. Berja	Dujali Central Elementary School/ B.E. Dujali

2. The designated personnel shall assist in the preparation, verification, and encoding of payroll documents and other related functions to ensure accurate and timely payroll processing.
3. Concerned School Heads are hereby instructed to allow the identified personnel to report on the specified dates and make necessary arrangements to ensure that school operations are not disrupted during their temporary reassignment.
4. Travelling and other allowable expenses shall be charged against local fund subject to the usual accounting and auditing rules and regulations.
5. For the information, guidance, and strict compliance of all concerned.

PER/ecf



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Email Address: depeddavnor.sdo@depd.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte