



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0101

To: **MARY GRACE B. BAJADE**
Administrative Officer II
Mesaoy Elementary School, New Corella District

Subject: **FINALIZATION OF REPORTS RELATIVE TO THE REQUEST FOR CONSOLIDATED DATA INVENTORY OF UPDATED FINANCE STAFFS**

Date: June 16, 2025

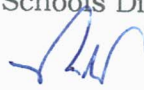
In line with the preparation and timely submission of the consolidated data inventory of updated finance staff, you are hereby directed to report to the Division Office from June 17 to 20, 2025 to facilitate the completion of the said report, which is due on June 20, 2025.

Any expenses that may be incurred in relation to this activity shall be subject to the availability of funds and in accordance with existing government accounting and auditing rules and regulations. Please secure the necessary travel authority and documentation prior to reporting.

For your guidance and compliance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


ROSALINDA N. DIONIO
Administrative Officer V

