



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0102

To:

JOANNA MARI C. BORBON
Administrative Officer II

RICA LAY VERONICA N. FLORES
Administrative Officer II

Subject: **CONDUCT OF FINALIZATION OF URGENT REPORTS AND PREPARATION OF REPORT ON ISSUED APPOINTMENTS OF RECLASSIFIED POSITIONS FOR SUBMISSION TO THE CIVIL SERVICE COMMISSION FIELD OFFICE**

Date: June 16, 2025

In view of the urgent compliance requirements, you are hereby directed to assist in the finalization of urgent reports and the preparation of the report on issued appointments for reclassified positions by reporting to the Division Office from June 17 to 20, 2025. These activities are necessary for the timely submission of the required documents to the Civil Service Commission Field Office on or before June 20, 2025.

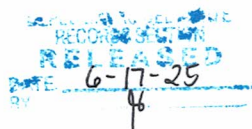
Any expenses that may be incurred in relation to this activity shall be subject to the availability of funds and in accordance with existing government accounting and auditing rules and regulations. Please secure the necessary travel authority and documentation prior to reporting.

For your guidance and compliance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

ROSALINDA N. DIONIO
Administrative Officer V



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