



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0103

To: **IRISH S. TAUTHO**
Administrative Officer II

RICA LAY VERONICA N. FLORES
Administrative Officer II

Subject: **PREPARATION OF APPOINTMENT DOCUMENTS FOR TEACHING AND
NON-TEACHING POSITIONS AND OTHER RELATED DOCUMENTARY
REQUIREMENTS FOR SUBMISSION TO THE CSC FIELD OFFICE**

Date: June 17, 2025

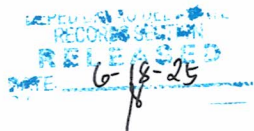
In view of the bulk preparation of appointment documents for teaching positions, you are hereby directed to assist in expediting the processing of appointment documents for both teaching and non-teaching positions. You are also expected to aide in the preparation of other related documentary requirements for submission to the CSC Field Office.

Please report to the Division Office from June 18 to 27, 2025, to facilitate these tasks. Your assistance is crucial for the prompt processing of all approved ROVs and the timely submission of accomplishment reports related to item filling.

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



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