



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-0109

To: **NATHANIEL JR. B. INUTAN**  
Administrative Officer II

Subject: **CONSOLIDATION OF DELIBERATIONS DOCUMENTARY REQUIREMENTS AND  
PREPARATION OF SCHOOL ADMINISTRATION COMPARATIVE  
ASSESSMENT RESULTS**

Date: June 23, 2025

In view of the urgent compliance requirements, you are hereby directed, as part of the HRMPSB Secretariat, to assist in the consolidation of documentary requirements and assist in the preparation of school administration comparative assessment results for the qualified personnel for the School Principal positions on June 24-27, 2025. This is in relation to the deliberations initially conducted on June 23, 2025, and extended on June 26, 2025, at the Division Office.

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



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