



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0125

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

Subject: **REPORTING TO RECORDS SECTION**

Date: July 10, 2025

1. Pursuant to Division Memorandum OSDS-2025-0121 entitled, "*Reigniting Dedication: Training on Work Commitment with Mid-Year Performance Reflection cum 2025 Division Mid-Year Performance Review and Evaluation*," a live-out mid-year performance review and evaluation of division personnel will be conducted. In line with this, the personnel listed below are hereby instructed to report to the Records Section at the Schools Division Office on July 14-15, 2025:

NAME	SCHOOL/DISTRICT
Josephine N. Nacis	Dapecol Elementary School/B.E. Dujali

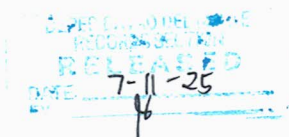
2. The designated personnel shall assist in the receiving and releasing of documents, as well as other related functions, to ensure continuity of Records Section services.
3. Concerned school head is hereby informed to allow the identified personnel to report on the specified dates and to make the necessary arrangements to ensure that school operations are not disrupted during her temporary reassignment.
4. Travelling and other allowable expense shall be charged against local fund, subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

ROSALINDA N. DIONIO
Administrative Officer V

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