



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-012g

To: **JOANNA MARI C. BORBON**, Administrative Officer II
MARY GRACE B. BAJADE, Administrative Officer II
NATHANIEL JR. B. INUTAN, Administrative Officer II
RICA LAY VERONICA N. FLORES, Administrative Officer II
IRISH S. TAUTHO, Administrative Officer II
JIMENA, JUN REY ANTONIO, Administrative Officer II
JENNY A. DORIA, Administrative Officer II

Subject: Designation as Support Team for Internal Audit and QMS Compliance, and Continuation of HRMPSB Preparation for Deliberation Activities – Personnel Section

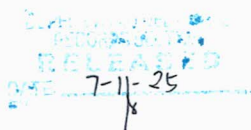
Date: July 11, 2025

1. In the interest of ensuring the timely and effective completion of critical deliverables, you are hereby designated as members of the Support Team for the Personnel Section, tasked to assist in the following:
 - Preparation and organization of documents in line with the upcoming Internal Audit and compliance with the Quality Management System (QMS) standards; and
 - Continuation of the preparation of documents for the Human Resource Merit Promotion and Selection Board (HRMPSB) deliberation activities for higher teaching positions.
2. This designation is effective immediately. You are directed to report to the Schools Division Office from July 14 to 18, 2025, to carry out the assigned tasks.
3. Your full cooperation, professionalism, and adherence to timelines are expected in the performance of these responsibilities.
4. 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. Kindly ensure that you secure the necessary travel authority and documentation prior to reporting.
5. For your information and guidance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent



PER/ rbg

FN: Preparation for HRMPSB Deliberation for Higher Teaching Positions



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Email Address: depeddavnor.sdo@deped.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte