



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0135

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

Subject: CONTINUED FACILITATION AND ASSISTANCE OF THE PERSONNEL SUPPORT TEAM FOR INTERNAL AUDIT, QMS COMPLIANCE, AND HRMPSB DELIBERATIONS PREPARATION

Date: July 21, 2025

1. In view of your designation as members of the Personnel 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.

You are directed to report to the Schools Division Office from July 22 to 25 2025, to carry out the assigned tasks.

2. 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.
3. For your information and guidance.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

PER/ rbg

FN: Continued Facilitation and Assistance of Personnel Support
Team for Internal Audit, QMS Compliance and HRMPSB Deliberations Preparation



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0135

To: JOYNTA MARI C. BORRERO, Administrative Officer II
MARY GRACE B. BALADE, Administrative Officer II
NATHANIEL JR. B. LUTAN, Administrative Officer II
RICA LAY VERONICA N. FLORES, Administrative Officer II
IRISH S. TAUTHO, Administrative Officer II

Subject: CONTINUED FACILITATION AND ASSISTANCE OF THE PERSONNEL SUPPORT
TEAM FOR INTERNAL AUDIT, QMS COMPLIANCE, AND HRMIS
DELIBERATIONS PREPARATION

Date: July 21, 2025

1. In view of your designation as members of the Personnel Support Team for the Personnel Section, tasked to assist in the following:

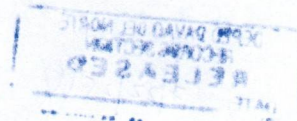
- Preparation and organization of documents in line with the upcoming Internal Audit and compliance with the Quality Management System (QMS) standards; and
- Continuation of the preparation of documents for the Human Resource Management and Selection Board (HRMSB) deliberation and also for higher teaching positions.

You are directed to report to the Schools Division Office from July 22 to 25 2025 to carry out the assigned tasks.

2. 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 fiscal authority and documentation prior to reporting.

3. For your information and guidance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



RENTAL
The Continued Facilitation and Assistance of Personnel Support
Team for Internal Audit, QMS Compliance and HRMIS Deliberations Preparation

