



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0138

TO: Janette G. Veloso, CESO VI- Assistant Schools Division Superintendent
School Head
James Roi B. Andres
Grover F. Ybanez

SUBJECT: **Provide Technical Assistance (TA) to Mr. Ybanez**

DATE: July 23, 2025

1. The Accounting Unit, through this Unit's former personnel had provided technical assistance to all non-teaching personnel of schools but probably due to its huge audience, some participants may seemed not to understand the things to be done, especially if the concentration of that particular personnel is not in the Accounting field, that is why **MR. JAMES ROI B. ANDRES**, Administrative Officer II of Natulinan ES, is hereby requested to provide more technical assistance to **MR. GROVER F. YBANEZ**, Administrative Officer II of Central Baugan IS, Talaingod District.
2. Considering that the assigned school of Mr. Ybanez is in a far-flung area of Talaingod unicity and that its teaching personnel will receive additional benefits, enough knowledge should be known by him to facilitate prompt and accurate amounts for downloading to concerned teaching personnel. Mr. Andres is capable of AO2 and has been in the service for three (3) years.
3. In adherence to all policies, everyone is encouraged to continuously support and value Equal Opportunity Principle (EOP).
4. For information, guidance and strict compliance.

Accntng/mlmq
FN: memo on roi



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



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