



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0139

To: **DISTRICT ADMINISTRATIVE OFFICER II FOCAL FOR TEACHER 1
CAR-RQA SY 2025-2026**

Subject: **RETRIEVAL AND SORTING OF ALL EVALUATED TEACHER I APPLICATION
FOLDERS FOR CAR- RQA SY 2025-2026 PER DISTRICT BY CONCERNED
DISTRICT ADMINISTRATIVE OFFICER II FOCAL**

Date: July 24, 2025

In view of the alignment of documents and in support of the Division Office Quality Management System (QMS) on the safekeeping and preservation of evaluated Teacher I application folders for the SY 2025-2026 CAR-RQA, all Administrative Officer II District Focal are directed to retrieve and sort the said documents from the Admin-Personnel Section of this Division.

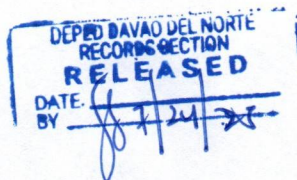
This initiative aims to ensure proper safekeeping and facilitate future reference, including but not limited to: Submission of Report on Vacancies (ROV), potential appointments, and addressing valid legal complaints from qualified applicants.

Any expenses incurred in relation to this activity shall be subject to the availability of funds and must comply with existing government accounting and auditing rules and regulations. Please ensure that the necessary travel authority and supporting documentation are secured prior to reporting.

For the information, guidance, and strict compliance of all concerned.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:



ROSALINDA N. DIONIO
Administrative Officer V

PER: rbg

FN: Retrieval and Sorting of All Evaluated Teacher I Application Folders For CAR- RQA SY 2025-2026 Per District by Concerned District Administrative Officer II Focal



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