



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 - 0152

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

Subject: **REPORTING TO PAYROLL SERVICES UNIT FOR AUGUST 2025 PAYROLL**

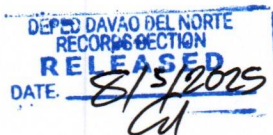
Date: August 4, 2025

1. In preparation for the timely processing of the August 2025 payroll, the following personnel from the field are hereby directed to report to the Payroll Services Unit at the Schools Division Office from **August 6 - 12, 2025**, to assist in payroll-related tasks:

Name	School/District
Jenny A. Doria	Davao del Norte Sports Academy
Roma Q. Berja	Dujali Central Elementary School/ B.E. Dujali

2. The designated personnel shall assist in the preparation, verification, and encoding of payroll documents and other related functions to ensure accurate and timely payroll processing.
3. Travelling and other allowable expenses shall be charged against local fund subject to the usual accounting and auditing rules and regulations.
4. For the information, guidance, and strict compliance of all concerned

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



For the Schools Division Superintendent

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

PER/ecf



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