



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0163

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: **REPORTING SCHEDULE FOR ASSISTANCE IN PROCESSING DIVISION
PERSONNEL SECTION TRANSACTIONS**

Date: AUGUST 12, 2025

1. In the interest of ensuring the timely and effective completion of critical deliverables, you are hereby directed to report at the Division Office from August 12 to 22, 2025, to carry out the following assigned tasks:
 - Assist in the processing of substantial documentary requirements for appointment papers and other related documents to fill the numerous vacancies in connection with the recent deliberations.
 - Assist in the processing of RAI and other related tasks to ensure timely submission.
2. Your full cooperation, professionalism, and adherence to timelines are expected in the performance of these responsibilities.
3. 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.
4. For your information and guidance.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



PER: rbg
FN: REPORTING SCHEDULE FOR ASSISTANCE IN PROCESSING DIVISION
OFFICE TRANSACTIONS



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