



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 - 0170

To : Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis – CID Chief
Concerned Public Schools District Supervisors
Raul C. Bacus – Napunong ES
Cecilia A. Advincula – Napungas ES

Subject : **IDENTIFIED ADMINISTRATIVE OFFICERS' RENDERING OF DUTY IN THE DIVISION OFFICE**

Date : August 20, 2025

1. In preparation for the submission of Division APP-CSE for FY 2026 to the DBM Procurement Service and continuation for Physical Inventory Plan (PIP) for the Conduct of Actual Physical Count of Property Plant and Equipment (PPE) for the One-Time Cleansing of PPE Accounts Balances of the Division of Davao del Norte. The following personnel are advised to report to the Supply Section of the Division Office starting August 27, 2025, to December 23, 2025.
 - a) Judy Mae B. Besonia of Napunong Elementary School, Talaingod District, to report to this office every Wednesday, Thursday and Friday for the consolidation of Division PPMP into APP for FY 2026. She will also be preparing RSMI, RPCI, etc. to be submitted every 5th day of the following month to Accounting Office and she also designated as checker and counters of One-time Cleansing of PPE Team.
 - b) Herbert John G. Miras of Napungas Elementary School, Asuncion District, to report to this office every Thursday and Friday to assist the distribution of Self Learning Modules (SLMs) – Quarter 2 to 4 at Division Library hub, Carmen Davao del Norte. He also designated as checker and counters of One-time Cleansing of PPE Team.
2. The concerned Principal/School Head are hereby advised to allow the above-mentioned names and make necessary arrangement while they are reporting to Division Office to ensure that there will be no disruption in the school operation.
3. For your guidance and compliance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

ROSALINDA N. DIONIO
Administrative Officer V



Fn: Identified AOs Rendering of Duty in the Division Office
OSDS-Supply-ASG



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