



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0781

TO: Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis – CID Chief
Noli T. De Felipe – PSDS (Sto. Tomas East)
Candelaria A. Brucal – School Head (Pantaron ES)

SUBJECT: IDENTIFIED ADMINISTRATIVE OFFICER TO RENDER DUTY FOR MEDICAL ALLOWANCE PAYMENT PREPARATION

DATE: August 22, 2025

1. In view of the volume of transactions and the upcoming deadline for the release of the **Medical Allowance** on **August 31, 2025**, **Sarah Faith M. Opiana, Administrative Officer II of Pantaron ES, is directed to render duty at the Cash Section – Division Office from August 25 to 29, 2025**, to assist in the preparation and finalization of the necessary documents related to the said payment.
2. She will assist in the manual encoding of payees' account numbers for the Medical Allowance in FINDES 3.0, as well as in the generation of bank lists.
3. The concerned Principal is hereby advised to allow the personnel as mentioned earlier to render duty and to make the necessary arrangements to ensure that there will be no disruption in school operations.
4. For your guidance and compliance.

REYNALDO B. MELLORIDA CESO V
Schools Division Superintendent

For the Schools Division Superintendent

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

