



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-0174

TO: Janette G. Veloso, CESO VI- Assistant Schools Division Superintendent
School Heads
Non-Teaching Personnel of Schools

SUBJECT: **PERSONNEL TO RENDER OVERTIME WORKS TO FACILITATE TIMELY
RELEASE OF DAVNOR PERSONNEL MEDICAL ALLOWANCE FOR CY 2025**

DATE: August 22, 2025

1. With reference to Memorandum DM-OUHROD-2025-2362, titled *Flexibility to Implement DepEd Order No. 16, s. 2025 and the immediate processing of Medical Allowance*, dated August 20, 2025, and in line with the ongoing implementation of DepEd Order NO. 016, s. 2025, titled *Guidelines on the Grant of Medical Allowance to the Department of Education Personnel*, please be informed that the following personnel in the Division Office are authorized to render Overtime works on August 23, 2025 (Saturday) and August 25, 2025 (Monday) to ensure timely release of their medical allowance on August 31, 2025, to wit:

Sandy Gumban	-	Administrative Assistant III
Rosalinda N. Dionio	-	Administrative Officer V
Jiezel Jamadre	-	Administrative Officer II
Filipinas Macaso	-	Administrative Assistant III
Ma. Lourdes M. Quesada	-	Accountant III
Lilli Ann R. Siason	-	Administrative Officer IV
Sheilo Marie Pormento	-	Administrative Assistant I
Precious May Gaquit	-	Administrative Officer II
Rowena Inutan	-	Administrative Officer IV
Rowena Maravillosa	-	Administrative Assistant III
Mercy Hivertas	-	Administrative Assistant III
Sara Faith Opiana	-	Administrative Officer II

2. For strict compliance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent



Accntng/mlmq
FN:memo on medical allowance