



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 - 0201

To : Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis – CID Chief
Concerned Public Schools District Supervisors
Ian Flor M. Dosado – Magbaad Elementary School
Allan R. Matunhay – Buan Elementary School

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

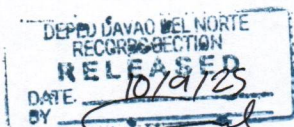
Date : October 8, 2025

1. In preparation for the monthly flash report and the Budget Monitoring System quarterly report and Unified Report System of the Department of Budget Management office (DBM), the following personnel are advised to report to the Budget Section of the Division Office on October 2025:
 - a) **Precious May C. Gaquit** of Magbaad Elementary School, Asuncion District, to report to this Office every Tuesday, Thursday and Friday to update the disbursement transactions and to monitor downloaded funds. She will also be reporting every 1st day until 5th day of the said month to help in the finalization of the 3rd Quarter BFARS and other budgetary reports.
 - b) **Ivy Joy W. Tijol** of Buan Elementary School, Asuncion District, to report to this Office every Wednesday, Thursday and Friday to check Annual Procurement Plans, update of disbursement transaction and encoding of Division 3rd Quarter BFARS in the Unified Report System (URS).
2. The concerned Principal/School Heads are hereby advised to allow the above-mentioned personnel and make necessary arrangements 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

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent



Osds/srs

FN: Identified Administrative Officers' Rendering of Duty in the Division Office



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