



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 - 0211

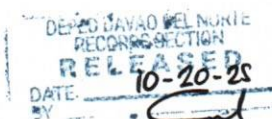
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operation Division
All Public Schools District Supervisors
School Heads of Elementary, Secondary, and Integrated Schools
All Other Concerned

Subject: **EARLY SUBMISSION OF PAYROLL DOCUMENTS FOR NOVEMBER 2025**

Date: October 20, 2025

1. All concerned are hereby instructed to submit payroll-related documents and updates **not later than October 29, 2025 (Wednesday)**.
2. This early submission aims to ensure the timely processing and disbursement of salaries and bonuses for the month of **November**, while also accommodating the upcoming non-working holiday.
3. For compliance and widest dissemination.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Personnel-ECL



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