



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**OSDS - 2026 - 0001**

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 : January 5, 2026

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 in January 2026:
  - a) **Precious May C. Gaquit** of Magbaad Elementary School, Asuncion District, to report to this Office throughout January 2026 for the finalization of the BMS Quarterly Reports and to facilitate her turnover of duties.
  - b) **Ivy Joy W. Tijol** of Buan Elementary School, Asuncion District, to report to this Office from January 12-26, 2026, to encode BMS data through the Unified Reporting System (URS).
2. The concerned Principal/School Heads are hereby advised to allow the above-mentioned names 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 

