



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**OSDS-2026-0004**

To: Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis – CID Chief  
Reynaly G. Santos- Public Schools District Supervisors  
Raul C. Bacus – Napunong ES

Subject: **ENGAGEMENT OF AN ADMINISTRATIVE OFFICER II IN SUPPLY OFFICE FOR A SEAMLESS TRANSITION WORKFLOW**

Date : January 16, 2026

1. In preparation for the continuation of Physical Inventory Plan (PIP) for the Conduct of Actual Physical Count of Property Plant and Equipment (PPE) for the One-Time Cleansing of PPE Accounts Balances of the Division of Davao del Norte, this Office advises **Judy Mae B. Besonia**, Administrative Officer II of Napunong Elementary School, Talaingod District, to report to supply office every Thursday and Friday, **January- December 2026** for the preparation of RSMI and RPCI to be submitted every 5<sup>th</sup> day of the following month to Accounting Office.
2. The services of the said personnel will also serve as training support to a new staff who will assume key operational responsibilities in the supply unit.
3. The concerned Principal/School Head of the said personnel is hereby advised to allow the Ms. Besonia to report on said date and make necessary arrangement while she is reporting to Division Office to ensure that there will be no disruption in the school operation.
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



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