



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 5th 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



Fn: Engagement Of An Administrative Officer II In Supply Office For A Seamless Transition Workflow
OSDS-Supply-ASG