



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

**Office of the Schools Division Superintendent**


**DIVISION MEMORANDUM**  
 OSDS-2026-0009

**TO:** Janette G. Veloso, CESO VI- Assistant Schools Division Superintendent  
 Eduard C. Amoguis, EdD- Chief- Curriculum Implementation Division  
 Marlon G. Ebrado- Chief, Schools Governance and Operation Division  
School Heads and Non-Teaching Personnel of the following secondary Schools:  
 Alejal NHS, Salvacion NHS, Sonlon NHS, Tubod NHS

**SUBJECT: SUBMISSION OF DOCUMENTS TO BECOME AN IMPLEMENTING UNIT (IU)**

**DATE:** January 22, 2026

1. The abovementioned schools are now ready to become implementing units this CY 2026. The second page of this memorandum contains the list of required documents as set by the Department of Budget and Management (DBM). Items Number 5 and 8 shall be taken charged by the Accounting Unit of this Office.
2. Refer to CY 2026 General Appropriations Act (GAA) as your source document and carefully tab the number of requirements as indicated in the list.
3. The complete documents shall be put in a **blue folder** and submit them to **Ms. MIAH TRIZZA M. BONITA** of the Accounting Unit, Division Office.
4. For the deadline of submission will be on **February 28, 2026**.
5. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
6. Strict compliance with this memorandum is ordered.

  
**REYNALDO B. MELLORIDA, CESO V**  
 Schools Division Superintendent



Accntng/mlmq  
 FN: memo on IU schools



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Requirements for Issuance of Agency Code to Secondary Schools Division Office	REMARKS
1. Must be included in the Current GAA Official Gazette with at least <b>6 million</b> appropriation. (Attach <b>GAA page</b> where school name and appropriation are reflected, please highlight.)	
2. Must have a Principal Position per PSISOP ( <b>indicating name of Principal</b> ), attached <b>certified true copy of CSC Approved Appointment paper</b> , reassignment order, if any.	
3. Must have at least <b>20 teachers</b> , attached certified photocopy of Plantilla of personnel	
4. Certification of the <b>SCHOOL HEAD</b> that the school is capable to comply with the submission of Financial Reports to oversight agencies such as COA, DBM, NEDA, Senate, House of Representatives, etc. ( <b>Should be certified by the Schools Division Superintendent</b> )	
5. Must have designated/appointed Financial Staff (Bookkeeper and Disbursing Officer) with certified true copy of designation document, CSC appointment papers and certified true copy of trainings/seminars attended related to financial management.	
6. Signed EBEIS Data on enrollment per grade level for the current school year (Updated EBEIS Format)	
7. Letter request for the issuance of Agency Code <b>by the School Head addressed to the SDO</b> . (Must be prepared by the "current Principal")	
8. Indorsement Letter from the Schools Division Office to the Regional Office	
9. Indorsement Letter from the from the Regional Office concerned	
10. Picture of Accounting and Cashier's Office	

Note:

1. Please ensure that documents requiring **Certified True Copy** are attached and documents are **signed**.
2. Please arrange documents **according to numbering of list of requirements** and filed in an expandable folder.
3. Name of school **MUST ALWAYS** be consistent in **ALL** documents and with GAA.
4. **All documents must be updated.**

**Reviewed/Evaluated By:**

**Erica Jan R. Pantinople**  
 Administrative Officer IV



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