



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0038

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Education Program Supervisor, SGOD  
Education Program Supervisors, CID  
Public Schools District Supervisors  
Private Schools Administrators  
All Others Concerned

Subject: **ORIENTATION ON ONLINE APPLICATION SYSTEM (OAS) OF THE PRIVATE SCHOOL APPLICANTS FOR NEW APPLICATION AND RENEWAL OF GOVERNMENT PERMIT, BRANCH, RECOGNITION AND OTHER REGULATORY REQUIREMENTS**

Date: January 30, 2025

1. In relation to the private schools' application for various regulatory requirements in the Online Application System (OAS), there shall be an orientation for private school applicants on **February 5, 2025 at 8:00 a.m.** at **New Corella Christian School, New Corella, Davao del Norte.**
2. The Division Evaluation and Inspection Team, whose names are listed below, will facilitate the said orientation.

NAME	POSITION	STATION
1. DR. EDUARD C. AMOGUIS	Chief ES	CID
2. DR. CRISTOPHER B. GONZALES	EPS	SGOD
3. DR. GRACE SANTA T. DACLAN	EPS	CID
4. ARNEL F. LABASAN	SEPS	SGOD
5. DANILO JR. Q. LUMAYNO	EPS II	SGOD
6. JILLIAN APRIL A. CASAL	PDO-II	SGOD
7. ELIELOU P. JUMAWAN	DIVISION ENGR.	SGOD
8. APRIL JULIE MAE GONZAGA	PDO-I	SGOD
9. DR. EVELYN GRACE H. LABASAN	EPS	CID
10. DR. ERNIE M. AGUAN	EPS	CID
11. DR. MEDOS O. JALA	EPS	CID
12. DR. ERNIE L. CAAS	PSDS	CID
13. DR. ADONES P. LAYAGUIN	EPS	CID



Address: **Mankilam, Tagum City, Davao del Norte**

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3. Participants of the said Orientation are the administrators, academic heads, and ICT coordinators of all private schools applying for renewal government permit, recognition, branch, and other regulatory requirements, including those branches with existing Certificate of Compliance (COC) indicating "thereafter".
4. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
6. For information and strict compliance of the concerned.

2-19-25  
/s/

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

sgod-smme



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