



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0315

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

Subject: **CONFERENCE OF THE SGOD PERSONNEL, ADMINISTRATIVE ASSISTANTS, ADMINISTRATIVE OFFICERS AND CONTRACT OF SERVICE PERSONNEL**

Date: August 13, 2025

1. Please be informed that there will be a conference on **August 27, 2025** at the **ALS Activity Center** in the Division. This will be participated by the Schools Governance Operation Division personnel, identified Administrative Assistants (ADAS), Administrative Officers (AO) and Contract of Service (COS) Personnel.
2. Attached is the List of Participants, while the schedule of the conference are as follows:

Participants	Schedule
SGOD Personnel with AO, ADAS and COS from Congressional District I	9:00AM – 11:30AM
SGOD Personnel with AO, ADAS and COS from Congressional District II	1:30PM – 3:30PM

3. The objective of this conference is to review and clarify the processes and the responsibilities of the non-teaching personnel relative to the School Maintenance and Other Operating Expenses (MOOE) and other job-related functions.
4. Travel and other incidental expenses incurred by the school personnel shall be chargeable against their respective school MOOE subject to the usual accounting and auditing rules and regulations.
5. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
6. Immediate and wide dissemination of this memorandum is directed.

Enclosed: As Stated
SGOD/cbg



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



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