



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**


SGOD-2025-0416

To: Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD – Chief, Curriculum Implementation Division  
Concerned Public Schools District Supervisor  
Elden A. Derutas – School Principal II, Esperanza ES  
All Others Concerned

Subject: **IDENTIFIED ADMINISTRATIVE OFFICER RENDERING OF DUTY IN THE DIVISION OFFICE**

Date: October 2, 2025

1. To ensure efficiency and continuity of the operations in the SGOD – Planning and Research Unit, Ms. Michelle L. Edhao, Administrative Officer II of Esperanza ES is advised to report to the Division Office every Wednesday, Thursday and Friday from October 2025 – December 2025, subject to additional duties as needed.
2. Ms. Edhao will provide administrative support and assistance to SGOD-P&R in the management of various information systems of the Department of Education such as but not limited to Learner Information System (LIS), Enhanced Basic Education Information System (EBEIS), Program Management Information System (PMIS) and Electronic SF7 (eSF7). The identified personnel will also assist in all Research programs and activities, preparation and submission of other urgent reports required by the Regional Office, Central Office and other stakeholders and perform other related functions relative to the section.
3. The concerned Principal/School Head is hereby advised to allow the identified personnel to report to the Division Office and make necessary arrangements to ensure that school operations are not disrupted.
4. For your guidance and compliance.

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



SGOD/smgd: planning and research unit  
FN: Identified Administrative Officer Rendering of Duty in the Division Office

Page 1 of 1