



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**SGOD-2026-0012**

**To:** Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent  
 Eduard C. Amoguis, EdD – Chief, Curriculum Implementation Division  
 Marlon G. Ebrado – Chief, School Governance and Operations Division  
 Concerned Public Schools District Supervisor  
 Albert D. Eñano – Master Teacher III, Esperanza ES  
 All Others Concerned

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

**Date:** January 7, 2026

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 January 2026 – June 2026, 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), Basic Education Information System (BEIS), National School Building Inventory System (NSBI), Program Management Information System (PMIS), National Inventory Day Data Collection System 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

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