



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 100

To : Assistant Schools Division Superintendent  
 Ma. Florinel G. Gallardo, CPA – Accountant III  
 Neptune L. Tanbilawan – AO V/Budget Officer  
 Airon M. Alejandro – Planning Officer III  
 Myhrra Faye LL. Balingit – AO IV/HRMO Designate  
 Christine Joy A. Salomon, CPA – Accountant I (DiCNHS)

Subject : **ATTENDANCE IN THE CONDUCT OF AGENCY PERFORMANCE REVIEW CONFERENCE**

Date : March 24, 2025

In reference to DepEd Regional Memorandum FD-2025-014 dated March 19, 2025 , re: Conduct of Agency Performance Review Conference, this office informs all concern to attend the said conference which will be held on March 27, 2025 at Ritz Hotel, Obrero, Davao City.

Travelling expenses of the participants will be charged against local funds/division/school MOOE subject to usual accounting and auditing rules and regulations while payment for meals and venue shall be charged against Regional Office funds downloaded to the Schools Division of Davao de Oro.

For your information and guidance.

Digitally signed by Melanie P. Estacio  
Date: 2025.03.24 11:38:18 +08'00'

**MELANIE P. ESTACIO, Ph.D, CESO VI**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: MAR 23 2025 TIME: 8:00  
BY: [Signature]

Enclosed: As stated.  
OSDS/bfd/nlt



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

March 19, 2025

REGIONAL MEMORANDUM  
FD-2025-014

**CONDUCT OF AGENCY PERFORMANCE REVIEW CONFERENCE**

To: Schools Division Superintendents

1. The Agency Performance Review (APR) Conference with DBM Regional Office XI and Department of Education XI will be conducted on March 27, 2025, 9:00 a.m. – 12:00 nn at Ritz Hotel, Obrero, Davao City. The participants of the activity are the following:

**Regional Office**

- A. Regional Director and Assistant Regional Director
- B. Finance Division
  - Chief Administrative Officer
  - Supervising Administrative Officer
  - Budget Officers
  - Accountants
  - Administrative Assistants
- C. Policy, Planning and Research Division
  - Chief Education Officer
  - Education Program Supervisor
  - Planning Officer
- D. Administrative Division
  - Chief Education Officer
  - Supervising Administrative Officer
  - Teacher Credentials Evaluator
  - 1 AD staff

**Schools Division Offices**

- Schools Division Superintendent / Assistant Schools Division Superintendent
- Budget Officer
- Accountant
- Human Resource Management Officer
- Planning Officer

**Secondary School Implementing Units**

- Bookkeeper





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DAVAO REGION

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2. Traveling expenses of the participants will be charged against their respective local funds while payment for meals and venue shall be charged against the Regional Office MOOE funds downloaded to the Schools Division of Davao de Oro.
3. For information and guidance.

  
**ALLAN G. FARNAZO**  
Director IV

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Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)

