

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-no

To : MARIA GENEVIEVE T. FRANCISQUETE - Assistant Schools Division Superintendent
MA. FLORINEL G. GALLARDO - Accountant III
FRANCIS JUDE D. ALCOMENDRAS - Administrative Officer V
MYHARRA FAYE LL. BALINGIT - Administrative Officer IV
GISELLE D. GONZALES - Administrative Officer II - OIC Budget Officer

Subject : ATTENDANCE TO THE CONDUCT OF DBM-DEPED FULL TIME
DELIVERY UNIT (FDU) MEETING

Date : October 22, 2025

In relation to the Regional Memorandum FD-2025-040 re: **DBM-Deped Full Time Delivery Unit (FDU) Meeting** dated October 20, 2025, you are hereby directed to attend the aforementioned meeting on October 29, 2025 at **Sunny Point Hotel Maa, Davao City.**

Travel and incidental expenses related to the attendance of the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.


MELANIE P. ESTACIO, PhD., CESO VI
Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECORDS SECTION

RELEASED
DATE: OCT 23 2025 TIME: 9:17 PM
BY: 





Republic of the Philippines
Department of Education
DAVAO REGION



October 20, 2025

REGIONAL MEMORANDUM
FD-2025-040

CONDUCT OF DBM-DEPED FULL-TIME DELIVERY UNIT (FDU) MEETING

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of Administrative, Finance and Policy, Planning
and Research Divisions

1. The DBM-DepEd Full-Time Delivery Unit (FDU) Conference will be conducted on October 29, 2025 at 8:30 am to 5:00 p.m. at Sunny Point Hotel, Ma-a, Davao City. The participants of the activity are the following:

Regional Office

- Regional Director and Assistant Regional Director
- Finance Division
 - 1 Chief Administrative Officer
 - 1 Supervising Administrative Officer
 - 2 Budget Officers
 - 2 Accountants
 - 2 Administrative Assistants
- Policy, Planning and Research Division
 - 1 OIC - Chief Education Supervisor
 - 1 Education Program Supervisor
 - 1 PPRD staff
- Administrative Division
 - 1 Chief Administrative Officer
 - 1 Supervising Administrative Officer
 - 3 AD staff

Schools Division Offices

- ✓ 1 Schools Division Superintendent or Assistant Schools Division Superintendent
- ✓ 1 Budget Officer
- ✓ 1 Accountant
- ✓ 1 Administrative Officer V
- ✓ 1 Administrative Officer IV (HRMO)



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2. The topics to be discussed are the following:
- FY 2025 Mid-Year Agency Performance Review Result;
 - DBM NBC No. 595-A dated September 12, 2025 – Amending item 4.2 of NBC No. 595 dated January 20, 2025 Guidelines on the Release of Funds for FY 2025;
 - Circular Letter No. 2025-9 Processing of Requests for Personnel Services (PS) Deficiencies in Fiscal Year 2025; and
 - Other Budgetary Updates.
3. Traveling expenses of the participants shall 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 Division of Panabo City.
4. For information, guidance and strict compliance.

ALLAN G. FARNAZO
Director IV

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DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

By: *[Signature]* Date: *Oct. 22, 2025*
Time: *1025/21102*