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Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

DEPARTMENT OF EDUCATION  
DIVISION OF DAVAO DE ORO  
RECORDS SECTION  
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Office of the Schools Division  
Superintendent

June 4, 2025

DIVISION MEMORANDUM  
CID-2025-**702**

**READING BOOK INSTALLATION AT KILABOT ELEMENTARY SCHOOL,  
COMPOSTELA EAST FOR THE BRIGADA ESKWELA 2025  
KICK OFF CEREMONY**

To: Mary Ann R. Laguitao - LR EPS  
Leah L. Baruiz - Librarian II  
Cherry Ann E. Eling - PDO II  
Joan A. Eturma - AO II  
Moises O. Añuver - Utility  
Raul A. Bawisan - Driver

1. Please be informed that the installation of reading books will take place on June 9, 2025, at Kilabot Elementary School, Compostela East, as part of the Brigada Eskwela 2025 Kick-Off. The reading books will be retrieved on June 13, 2025.
2. Travel, meals and other incidental expenses will be charged against the Sub-Aro ROP-11-24-0738, all subject to the usual accounting and auditing rules and regulations.
3. This memorandum will serve as the Authority to Travel (ATT).
4. Immediate and wide dissemination of this memorandum is desired.

**PHOEBE GAY L. REFAMONTE, CESO VI**  
OIC-Schools Division Superintendent [Signature]



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