




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

October 6, 2025

DIVISION MEMORANDUM
SGOD No. 2025- **1401**

FINANCIAL PREPARATION FOR THE DAVAO DE ORO PROVINCIAL ATHLETIC ASSOCIATION (DDOPAA) MEET SY 2025-2026

To: ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL DISTRICT COORDINATING PRINCIPALS
ALL SCHOOLS HEADS
ALL CONCERNED PERSONNEL

1. In preparation for the Davao de Oro Provincial Athletic Association (DDOPAA) Meet on October 9–14, 2025 at Pantukan, Davao de Oro, the Finance Committee is directed to report on the following dates:

DATE	VENUE
October 6, 2025	Division Office
October 7, 2025	Pantukan NHS, Pantukan
October 8, 2025	Division Office
October 9-14, 2025	Pantukan Sports Complex, Pantukan

2. For reference and guidance of all concerned, the following are the Financial Committees for the DDOPAA Meet SY 2025-2026.

NAME	POSITION
1. DEXTER MATT LEWI BELLO	ACCOUNTANT
2. DENNIS ALCANO	SEPS
3. RANDY CANEDA	CASHIER
4. RODEL YBAÑEZ	ADAS III
5. LOWEI JANUYAN	AO II

3. The Finance Committee is hereby directed to discuss the financial requirements and allocation of resources for the event. The Committee shall likewise assist the Provincial Treasurer's Office in facilitating the acquisition of required signatures for the payroll of tournament managers, technical officials, and members of the Technical Working Group (TWG). Furthermore, the Committee is tasked with preparing all required documents for the disbursement and utilization of funds, as well as ensuring the timely submission of liquidation reports pertaining to the 2025 DDOPAA Meet.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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4. Compensatory Overtime Credits (COC) shall be granted for services rendered on Saturdays, Sundays, and holidays, in accordance with DepEd Order No. 53, s. 2003.
5. Travel and incidental expenses shall be charged against the Division/School/Local MOOE/Funds subject to usual accounting and auditing rules and regulations.
6. For personnel whose travel needs to be approved by the undersigned, this Memorandum will serve as your Authority to Travel (ATT).
7. Wide and immediate dissemination is required.


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



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