

Republic of the Philippines

Department of Education REGION XI

SCHOOLS DIVISION OF DAVAO DE ORO

DEPENDENT SECTION

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Office of the Schools Division Superintendent

October 13, 2023

Office Memorandum

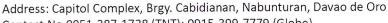
ADDENDUM TO UNNUMBER DIVISION MEMORANDUM RE: WITHDRAW SCHOOL SUPPLIES DONATED BY NATIONAL GRID CORPORATION OF THE PHILIPPINES IN DAVAO CITY

TO : **JODEL ABENOJA** – Administrative Aide I

- 1. This has reference to Unnumbered Division Memorandum regarding the withdrawal of donated school supplies intended for learners of Schools Division of Davao de Oro.
- 2. Anent hereto, you are hereby advised to assist and accompany the SGOD personnel to withdraw the school supplies at Mabini Central Elementary School in Davao City on October 13, 2023.
- 3. Travel, meals and incidental expenses incurred during the travel shall be charged to the Division MOOE funds subject to the usual accounting and auditing rules and procedures.
- 4. For your information and guidance.

By the Authority of the Schools Division Superintendent

NORBERTO S. MANLANGIT, CE, MPA Administrative Officer V Officer-in-Charge



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