



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



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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