



Republic of the Philippines  
**Department of Education**  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA O DEL NORTE

DEPED LANA O DEL NORTE		
RECORDS SECTION CONTROL NO. 43120		
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November 6, 2025

**DIVISION MEMORANDUM**

NO. 693, s. 2025

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) SKELETON WORK FORCE ON  
NOVEMBER 12-14, 2025**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
SGOD Personnel  
Public Schools District Supervisors  
Coordinating Principals/District Incharge  
All Public Elementary & Secondary School Heads  
All Others Concerned  
*This Division*

1. In relation to the Capacity Building on Financial Literacy and Managing Health and Wellness for the SGOD Personnel on November 12-14, 2025, this Office maintains a skeleton work force with the assigned School Heads provided hereunder:

OFFICE	ASSIGNED PERSONNEL
Office of the SGOD Chief	Hazel De Guzman
Planning and Research Section	Edna Chan
Health and Nutrition Section	Orlando Bagsican
Special Programs and Projects and Physical Facilities Sections	Alvin Perez
Social Mobilization and M & E Sections	Soledad Cabardo

2. Travel and other related expenses of the above personnel are chargeable to School MOOE and other funds subject to the usual auditing and accounting rules and regulations.

3. This Memorandum shall serve as Travel Authority.

4. Immediate and wide dissemination of this Memorandum is desired.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl. None

To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL GOVERNANCE AND OPERATIONS DIVISIONS DIVISION MEMO SKELETON WORK FORCE  
EPS/MANGINSAY/Division Memorandum – School Governance and Operations Division (SGOD) Skeleton Work Force on November 12-14, 2025  
November 6, 2025



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