



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

DEPED LANAO DEL NORTE
 RECORDS SECTION CONTROL NO. 43120
RELEASED

10 NOV 2025 8:40
 DATE TIME BY

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