



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-0175

To : Assistant Schools Division Superintendent  
Division Accountant  
Division Budget Officer  
Administrative Officer V  
Administrative Officer IV/HRMO  
All Bookkeepers of Secondary School Implementing Units  
All others concerned

Subject : **CONDUCT OF DBM-DEPED FULL-TIME DELIVERY UNIT MEETING**

Date : October 27, 2025

Attached herewith are Regional Memorandum no. FD-2025-040 dated October 20, 2025 and FD-2025-041 dated October 22, 2025 relative to the **Conduct of DBM-DEPED Full-Time Delivery Unit Meeting on October 29, 2025 at 8:30 am to 5:00 pm at Sunny Point Hotel, Ma-a, Davao City.**

The following personnel shall attend this conference to wit:

1. Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent
2. Mary Joy C. Sagot, CPA, Accountant III
3. Rosalie D. Estimada, Budget Officer
4. Raul E. Gacus, Administrative Officer V
5. Neo Carlo R. Magno, Administrative Officer IV
6. Rubilyn N. Deirit, ADAS III/Bookkeeper, Panabo City NHS
7. Yvony C. Cubijano, ADAS III/Bookkeeper, Southern Davao NHS
8. Hannah Mae Y. Tabuno, ADAS III/Bookkeeper, San Vicente NHS
9. Merlyn C. Cortez, ADAS III/Bookkeeper, Don Manuel Javellana NHS
10. Raquel D. Alegria, ADAS III/Bookkeeper, AO Floirendo NHS
11. John Darwin M. Jadulco, Administrative Officer II, Datu Abdul ES
12. Gabrielle Sophia L. Tamula, Administrative Officer II, Desiderio Dalisay NHS
13. Kathleen Faye D. Pedral, Administrative Assistant III
14. Airon G. Ortiz, Administrative Assistant III

Topics to be discussed are the following:

- FY 2025 Mid-Year Agency Performance Review Result,
- DBM NBC No. 595-A dated September 12, 2025 – Amending item 4.2 of NBC No. 595 dated January 20, 2025, Guidelines on the Release of Funds for FY 2025,



**Address:** City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
**Telephone No:** (084) 823-1469, (084) 628-4066  
**Email:** panabocity.division@deped.gov.ph  
**Website:** www.depedpanabocity.com



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**Office of the Schools Division Superintendent**

- Circular Letter No. 2025-9 Processing of Requests for Personnel Services (PS) Deficiencies in FY 2025, and
- Other Budgetary Updates

Travel expenses are chargeable against Division/School MOOE or local funds while payment for meals and venue shall be charged against the Regional Office MOOE funds downloaded to this Division, all subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

For and in the absence of the SDS:

**AVELINO D. BITANG**  
Public Schools District Supervisor

**RELEASED**

**OCT 28 2025**

RECORDS SECTION - SDO PANABO CITY  
BY 

OSDS/mcs



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**Telephone No:** (084) 823-1469, (084) 628-4066  
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RS



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

October 22, 2025

REGIONAL MEMORANDUM  
FD-2025-041

ADDENDUM TO REGIONAL MEMORANDUM NO. FD-2025-040  
(Conduct of DBM-DepEd Full-Time Delivery Unit Meeting)

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Administrative, Finance and Policy, Planning  
and Research Divisions

1. In reference to the issued Regional Memorandum No. FD-2025-040 dated October 20, 2025 titled "*Conduct of DBM-DepEd Full-Time Delivery Unit (FDU) Meeting*", this Memorandum is hereby issued to provide additional information about the upcoming activity on October 29, 2025 at Sunny Point Hotel, Ma-a, Davao City.
2. The **Bookkeepers of Secondary School Implementing Units** are included as participants to the FDU Meeting.
3. All provisions stated in the Regional Memorandum FD-2025-040 shall remain in effect.
4. Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION RO  
RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
Director IV

ROB2/kcd

By:   
Date: Time: Oct. 22, 2025  
1028721116



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@depd.gov.ph  
Website: www.depedroxi.ph







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

October 20, 2025

REGIONAL MEMORANDUM  
FD-2025-040

**CONDUCT OF DBM-DEPED FULL-TIME DELIVERY UNIT (FDU) MEETING**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Administrative, Finance and Policy, Planning  
and Research Divisions

1. The DBM-DepEd Full-Time Delivery Unit (FDU) Conference will be conducted on October 29, 2025 at 8:30 am to 5:00 p.m. at Sunny Point Hotel, Ma-a, Davao City. The participants of the activity are the following:

**Regional Office**

- Regional Director and Assistant Regional Director
- Finance Division
  - 1 Chief Administrative Officer
  - 1 Supervising Administrative Officer
  - 2 Budget Officers
  - 2 Accountants
  - 2 Administrative Assistants
- Policy, Planning and Research Division
  - 1 OIC - Chief Education Supervisor
  - 1 Education Program Supervisor
  - 1 PPRD staff
- Administrative Division
  - 1 Chief Administrative Officer
  - 1 Supervising Administrative Officer
  - 3 AD staff

**Schools Division Offices**

- 1 Schools Division Superintendent or Assistant Schools Division Superintendent
- 1 Budget Officer
- 1 Accountant
- 1 Administrative Officer V
- 1 Administrative Officer IV (HRMO)



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DAVAO REGION

2. The topics to be discussed are the following:

- FY 2025 Mid-Year Agency Performance Review Result;
- DBM NBC No. 595-A dated September 12, 2025 – Amending item 4.2 of NBC No. 595 dated January 20, 2025 Guidelines on the Release of Funds for FY 2025;
- Circular Letter No. 2025-9 Processing of Requests for Personnel Services (PS) Deficiencies in Fiscal Year 2025; and
- Other Budgetary Updates.

3. Traveling expenses of the participants shall be charged against their respective local funds while payment for meals and venue shall be charged against the Regional Office MOOE funds downloaded to the Division of Panabo City.

4. For information, guidance and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

ROB2/kcd

DEPARTMENT OF EDUCATION RO  
RECORDS SECTION  
**RELEASED**

By: [Signature] Date: Oct. 22, 2025  
Time: 10:21:02