



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

March 14, 2025

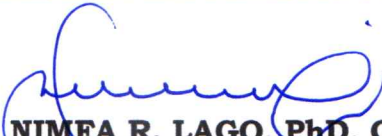
DIVISIONAL MEMORANDUM

No. 109, s. 2025

**ADDENDUM/CORRIGENDUM TO DIVISIONAL MEMORANDUM
NO. 084, S. 2025 (Training-Workshop on Enhancing Records Tracking
and Database Management Skills Using Microsoft 365 Applications
for Administrative Officers)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Administrative Officers V (Administrative Services/Budget)
Accountant III
Public Elementary/Secondary School Heads/Department Heads
This Division

1. In reference to Divisional Memorandum No. 084, s. 2025, re: Training-Workshop on Enhancing Records Tracking and Database Management Skills Using Microsoft 365 Applications for Administrative Officers which is scheduled on March 20-22, 2025, this Office informs the field on the change of venue of the activity, which is from Private Villa, Bernad Subdivision, City Hall Drive, Ozamiz City to BE Palace Hotel, Valconcha St., Aguada, Ozamiz City.
2. Teaching-related and non-teaching personnel involved in the activity shall be granted Compensatory Time-Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004.
3. A meeting for all the speakers shall be conducted at DepEd Boardroom on March 14, 2025, at 1:30 p.m.
4. Other provisions in the previous Memorandum shall remain in effect.
5. This Office directs the immediate dissemination of this Memorandum.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph

