



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

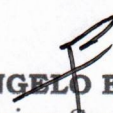
17 June 2026

DIVISION MEMORANDUM
No. 558 s.2026

**RE-ORIENTATION AND COACHING SESSION ON THE HANDLING OF INCOMING
AND OUTGOING DOCUMENTS**

TO: Assistant Schools Division Superintendent
Chiefs, CTD and SGOD
CTD and SGOD Personnel
All Others Concerned

1. In accordance with the recommendations of the 2025 Readiness and Compliance Assessment of the NQMS Implementation, the Division of Cagayan de Oro City will conduct a Re-orientation and Coaching Session on the Handling of Incoming and Outgoing Documents on June 30, 2026 at the Division Function Room.
2. This initiative aims to reinforce the competence of key division office personnel tasked in receiving, recording, routing, tracking and releasing of documents in compliance with the DepEd Records Management Operations Manual.
3. The session will be attended by CTD, SGOD and OSDS personnel specifically assigned as receiving and routing staff. (list attached)
4. In adherence to the Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
5. This Office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO 
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
RECORDS MANAGEMENT

DM-001-OSDS-RECORDS-KBM / Re-orientation & Coaching Session



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandecoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code	SDO-OSDS-F004	Rev	00
Effectivity	11.03.25	Page	1 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

LIST OF PARTICIPANTS:

- | | |
|-----------------------------|---------------------------------------|
| 1. Malonie V. Adlawon | Administrative Aide VI |
| 2. Charise May R. Cebrian | Administrative Assistant III |
| 3. Winston P. Cebrian | Administrative Aide IV |
| 4. Joanne A. De la Rosa | Administrative Aide IV |
| 5. Ara M. Felisilda | Administrative Aide VI |
| 6. Marygene R. Filipino | Administrative Aide III |
| 7. Abegail E. Gacang | Administrative Assistant II |
| 8. Nikka T. Geotoro | Administrative Assistant III |
| 9. Catherine G. Ocate | Administrative Aide IV |
| 10. Emelyn C. Regotia | Administrative Aide II |
| 11. Margelie Fe M. Viajedor | Administrative Assistant II |
| 12. Karl D. Villalobos | Administrative Aide VI |
| 13. Christian P. Daohog | Document Tracking System Focal Person |