



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OFFICE OF DAVAO DEL SUR
BRGY. NORTHERN PALIGUE, DAVAO DEL SUR

**Office of the Schools
Division Superintendent**

20 September 2023

DIVISION MEMORANDUM
OSDS-2023- 230

**TO : Assistant Schools Division Superintendent
Chief Supervisors
Education Program Supervisors
Public Schools District Supervisors/DPICs
School Heads/Head Teachers/School In-Charge
Section Heads
Other Concerned Personnel**

PROJECT DAVAOSUR : Orientation on Filling-Up Personal Data Sheet

- 1) In connection with the implementation of Project DAVAOSUR (Division Automated Value – Added Online Services and Unified Resources), there will be an orientation on the filling-up of Personal Data Sheet (PDS) under the Project DAVAOSUR on September 22, 2023 at the Division Conference Hall.
- 2) Below is details of the participants and their corresponding schedule:

DATE	PARTICIPANTS	TIME	Facilitator
September 22, 2023	1 AO II per District (for Elementary)	9:00AM – 12:00NN	HRMO HR Staff
	1 In-charge of Records/Representative for Secondary School	1:30PM – 5:00PM	Marlon Diocson Jupiter Lantape Erwin Cortez Roy Abueva April Jay Diolata

- 3) The participants are advised to bring their own laptop, extension wire, and hardcopy of their PDS.
- 4) Food, travel and other incidental expenses incurred by the participants are chargeable to their respective local funds, all subject to usual accounting rules and regulations.
- 5) Immediate dissemination of this Memorandum is earnestly desired.



LORENZO E. MENDOZA, CESO V
Schools Division Superintendent



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