



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

April 1, 2024

DIVISION MEMORANDUM  
No. 039, s.2024

**SUBMISSION OF VALID ID'S WITH 3 SPECIMEN SIGNATURES**

To: Public District Supervisors  
Secondary School Principals  
All Non-Teaching Personnel  
All Others Concerned

The office is currently working on the additional requirements needed to liquidate the cash advance for the **Collective Negotiation Agreement (CNA)**, which will be submitted to the regional office.

Relative to this, all claimants, as well as the authorized claimants, are instructed to provide a photocopy of valid identification with 3 specimen signatures. April 5, 2024, is the deadline for submissions. Kindly transmit using Facebook Messenger for either **Mae Besas or Ruchel Ivy Masungcad Bernales.**

Administrative consequences will be applied for noncompliance.

*f.w.*  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent  
4/1/24

*f.* APR 01 2024



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