



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

August 7, 2025

DIVISION MEMORANDUM

OSDS-2025- 516

To: **All Reassigned and Transferred Non-Teaching Personnel**
This Division

TURNOVER OF DOCUMENTS AND ORIENTATION OF INCOMING PERSONNEL

1. In view of the recent reassignments/transfers of non-teaching personnel, all concerned individuals are hereby directed to turn over all documents and records related to their duties and responsibilities, as well as all issued office equipment, using the Office Equipment and Official Documents Turnover Form (Division Memorandum No. 204, s. 2025). Additionally, outgoing personnel shall conduct a comprehensive orientation for the incoming staff, covering essential tasks, procedures, and key operational information to ensure a smooth and seamless transition. This process must be completed within the prescribed one-week transition period.
2. Should there be a need for an extension of the turnover period, a written justification must be submitted and shall be subject to the approval of the Schools Division Superintendent (SDS).
3. Furthermore, all concerned personnel must secure clearance for all property and financial accountabilities from their current office prior to the effectivity of their reassignment.
4. These directives aim to ensure continuity of operations and must be strictly observed.
5. For guidance and strict compliance.

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

