



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

Office of the Schools Division Superintendent

August 20, 2025

DIVISION MEMORANDUM

OSDS-2025- 114

To: **Ernalyn R. Daymiel**
Administrative Officer II
Polo Elementary School

**TEMPORARY ASSIGNMENT TO THE OFFICE OF
THE SCHOOLS DIVISION SUPERINTENDENT**

1. In the exigency of the service, you are hereby directed to report to the Office of the Schools Division Superintendent **every Tuesday and Wednesday**, and to Polo Elementary School on the remaining working days, to assist in developing customized computer programs and designs that will enhance the operational efficiency of the office.
2. This arrangement will provide on-site administrative support to Polo Elementary School in the areas of Personnel Administration, Property Custodianship, General Administration, and Financial Management, ensuring smoother operations and improved service delivery. At the same time, your expertise will be utilized in the development and implementation of a computer-based management system at the Division Office to strengthen organizational competence in ICT-enabled governance, thereby supporting the Division's journey toward a higher PRIME-HRM maturity level.
3. This directive shall take effect immediately and remain in force until further notice.
4. For guidance and compliance.

Digitally signed by Jay S.
Montealto
Date: 2025.08.22 08:28:50
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JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Copy furnished:

Lyra L. Balladares
Principal I
Polo Elementary School

