



Republic of the Philippines
Department of Education
Region VII, Central Visayas
CITY SCHOOLS DIVISION-TAGBILARAN
City of Tagbilaran



April 10, 2018

DIVISION MEMORANDUM
NO. 209 s. 2018

WORKSHOP ON CITY SCHOOLS DIVISION OFFICE CHARTER

TO: All Division Chiefs
Education Program Supervisors
Public Schools District Supervisor
Elementary and Secondary School Heads
Division Office Staff
All Other Concerned

1. The Division of Tagbilaran City will hold a Workshop on Office Charter, on the following dates, from **8:00 a.m. to 5:00 p.m. at Reyna's Haven and Garden, Upper Calceta St., Tagbilaran City**, to **all plantilla personnel of the Division** as follows:

April 26, 2018 – Division Plantilla Personnel

April 27, 2018 – Public Elementary and Secondary School Heads

2. A roll-out on the same workshop will be conducted to teaching and non-teaching school personnel on **May 8, 2018 by the respective school heads.**

3. This workshop aims to:

- a. orient teaching and non-teaching personnel on their roles and functions
- b. address issues and concerns related to their functions
- c. realize and come up with a mechanism to improve work performance in the delivery of services to clients.
- d. continuously improve management monitoring and supervision for the realization of desired goals and objectives.

4. Participants are required to bring:

- a. copy of participant's roles/functions
- b. laptop with pocket wi-fi and extension wire
- c. copy of the WFP and RPMS

5. Expenses relevant to this activity shall be chargeable against MOOE/local funds.

6. For compliance


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent *see*