



Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas  
**TAGBILARAN CITY SCHOOLS DIVISION**  
City of Tagbilaran  
Tel #: 038-501-9449



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**OFFICE MEMORANDUM**

**To:** Elementary and Secondary School Heads

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

**Subject:** DIVISION CONFERENCE

**Date:** October 11, 2018

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1. This Office announces the conduct a division conference for all School Heads of the elementary and the secondary levels to discuss matters pertinent to the operation of the schools: financial and administrative on October 17, 2018 at the division office Conference Hall from 2:00 to 5:00 pm.
2. It is advised that participants must be ready with all their concerns, issues, and problems as they come to the venue on time for a speedy conduct of the conference.
3. For information, guidance and compliance.