



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



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com\* www.depedtagbilaran

## MEMORANDUM

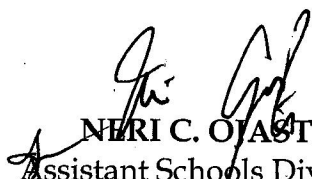
TO : AQUILINO T. MILAR, JR., JOCELYN P. CUTIN, MARIFE C. RALLOS,  
MELANY T. BUNTAG, ANANIAS J. SUMAYLO, ROSALIE M. TAMBIS  
AND HELEN B. CHATTO

FROM : NERI C. OJASTRO, Ed.D., CESE  
OIC, Office of the Schools Division Superintendent

SUBJECT : REVIEW OF CITIZENS' CHARTER

DATE : June 24, 2019

1. The OSDS selected personnel will be conducting a Review of Citizens' Charter on Tuesday, June 25, 2019 from 1:00 PM to 5:00 PM at the Division Office Conference Room.
2. Participants are required to bring the following:
  - a. laptop
  - b. extension cord
  - c. hard/soft copy of the filled-out templates.
3. Attached is a sample template of your presentation on the frontline services that you are currently doing.
4. For further concerns please coordinate with **Aquilino T. Milar, Jr., PhD.**, Administrative Officer V, at the Administrative Office regarding the matter.
5. For your guidance and compliance.

  
NERI C. OJASTRO, Ed.D., CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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**TRANSACTION: TRAVEL ABROAD**

STEPS	PROCESS	REQUIREMENTS	DURATION	PERSONS RESPONSIBLE
1	Receive the following documents: a. Indorsement from the school with the following attachments; * Letter of Intent of the applicant * Approved Form 6 by the immediate superior * School Clearance Forward pertinent papers received to Records Section Check the documents and Fill-out the entry for the leave applied. Forward the filled-out Form 6 to the Admin. Office for the AOV approval. Forward to the SDS Office for final approval of Form 6 and so on..	1. Letter request of the applicant indicating the date and purpose of the travel. 2. Form 6 3. School Clearance 4. Indorsement from the school 5. Indorsement from the Division 6. School Clearance 7. Division Clearance. 8. Application Letter 9. Certification that a. another teacher is available to take over the classes. b. the teacher has no pending unsubmitted report. c. the teacher has no pending administrative case. d. no government funds will be spent for the travel. e. that he/she has not gone on leave abroad within one year prior to the date of his/her application.	1 day	Paul Castro
2	Forward pertinent papers received to Records Section			Paul Castro / Helen Chatto
3	Check the documents and Fill-out the entry for the leave applied.		1 day	Helen Chatto
4	Forward the filled-out Form 6 to the Admin. Office for the AOV approval.			Helen Chatto/Aquilino T. Milar, Jr.
5	Forward to the SDS Office for final approval of Form 6			Joanalli Operiano / Joan Lao
6	and so on..			



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