



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



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MEMORANDUM

To : Dr. Nenita J. Incog-EPSVR-AP  
Mr. Jan Elvin G. Flor – TCCES-SPED Center  
Mrs. Pearly T. Maraguinot-MT-1, TCCES  
Mrs. Aly Marie L. Cahilog-T-III,CES

From : **Dr. Joseph Irwin A. Lagura**  
Schools Division Superintendent

Subject : Development of Road Map and Balik Kasaysayan Compendium

Date : November 14, 2019

1. There will be a finalization on the Development of our Road Mapping and Balik Kasaysayan Compendium on December 6 - 7, 2019 at Reyna's Haven and Garden, Calceta St, Tagbilaran City.
2. Classes of those teachers shall be handled by another teacher/s to be arranged by their respective School Heads.
3. A one-day (1) service credit will be granted ,be advised to prepare two (2) DTR and your accomplishment report while non-teaching personnel shall be entitled to Compensatory Time-Off in accordance with CSC rules.
4. Meals and snacks shall be charged to HRTD Funds.
5. For your guidance and compliance.