



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. **252**, s. 2020

October 21, 2020

**SUBMISSION OF TEACHING LOAD, ASSIGNMENT OF TEACHERS AND
SCHOOL LEARNING AREA COORDINATORS**

To: Public Elementary and Secondary School Principals

1. This office is directing all principals to submit copies of the Teaching Load, Assignment of Teachers, and School Coordinators of all Learning Areas.
2. The said documents must be submitted to this Office on or before October 28, 2020 (Wednesday).
3. This Office would like to recognize the Principals of Mansasa Elementary School and Tagbilaran High School for the Hearing Impaired for being the first two schools that have submitted the Teaching Load of their respective teachers.
4. Wide dissemination of and compliance of this Memorandum is directed.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/CID/jaal



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