



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

November 10, 2020

DIVISION MEMORANDUM
MLA-2020-OSDS- OK

TO : Dr. Marcelo K. Palispis JD
Dr. John Ariel A. Lagura
Dr. Beatriz C. Luga
Dr. Aquilino T. Milar Jr.
Mrs. Michelle T. Sagaral CPA, MM
Mrs. Marife C. Rallos
Mrs. Julie Ann Kristie Redillas
Mrs. Jocelyn P. Cutin
Dr. Lev Nadela
Dr. Vida Romero
Mrs. Rhodelia Tumanda
Mrs. Rowena Pizarra
Mrs. Carmen Adeline Dagamac
Miss Retchel Sumampong
Miss Marianne Palomares
Miss Angeli Faith Pascual
Mrs. Gina Gamao
Engr. Junicel T. Mancha
Mr. Ralp Botero
Miss May Jean Estaca
Miss Helen Chatto
Miss Mary Melody Gutierrez

Dr. Filomena C. Tanggaan
Mrs. Esther Cagas
Miss Antonette Oguis
Miss Aileen Ciruela
Miss Raquel Arabaca
Mrs. Grace Rios
Miss Katrina Ora
Mr. Christian John Capon
Mrs. Rosalie Tambis
Mr. Ruben Lorejo
Mr. Ananias Sumaylo
Miss Lady May Karaan
Mr. Japhet Revereal
Mrs. Brendalou Arancana
Miss April Revita
Ms. Jessah Catacutan
Mr. Eubert Karaan
Miss Nenita Ediong
Mr. Reo Botero
Miss Elaine Centino
Miss Marecyl Diacamos

FROM : JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

SUBJECT : **ORIENTATION OF NEWLY-HIRED NON-TEACHING PERSONNEL ON
EFFECTIVE AND RESPONSIVE PUBLIC SERVICE**

DATE : **NOVEMBER 10, 2020**

1. This Office will conduct an **Orientation of Newly-Hired Non-Teaching Personnel on Effective and Responsive Public Service** on November 18-20, 2020. The venue will be announced later.
2. The activity aims to increase awareness and knowledge of functions, duties and responsibilities of newly-hired nonteaching personnel and engage in activities that will keep them abreast of the new policies and guidelines through the different issuances and statutes to come up with excellent service to the clientele.
3. In this regard, the above-named personnel are directed to attend the said activity.
4. Expenses relative to the said activity shall be charged against Division MOOE subject to the usual auditing and accounting rules and regulations.
5. For information, guidance and compliance.

JIAL/MKP/ADMIN/atm



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