



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

MLA-2021-OSDS- 037

TO : **Dr. Beatriz C. Luga, SGOD Chief**
Dr. John Ariel A. Lagura, CID Chief
Dr. Aquilino T. Milar Jr., Administrative Officer V
Dr. Filomena C. Tanggaan, HRDD SEPS
Dr. Esther L. Cagas, HRDD EPS II
(Mrs.) Michelle T. Sagaral MM, Accountant III
(Mrs.) Marife C. Rallos, Administrative Officer IV
(Mrs.) Jocelyn P. Cutin, Administrative Officer IV
Dr. Brendalou D. Arancana MPA, REA, Administrative Officer II
(Mrs.) Marecyl D. Mar, Administrative Officer II
(Mrs.) Robelyn C. Loquias, Administrative Assistant III
Mr. Reyrusty B. Galan, Administrative Assistant III
Miss Joanalli R. Operiano, Administrative Assistant III
(Mrs.) Maricel A. Galan, Administrative Assistant III
Mr. Ronilo B. Cañedo, Administrative Assistant III
(Mrs.) Helen B. Chatto, Administrative Assistant II
Miss Mary Melody A. Gutierrez, Administrative Assistant II
(Mrs.) Maria Maximina L. Babiano, Administrative Aide VI

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent

SUBJECT : **ORIENTATION ON THE IMPLEMENTATION OF DEPED
TAGBILARAN CITY PERSONNEL INFORMATION SYSTEM**

DATE : March 4, 2021

1. You are hereby directed to attend the Orientation on the Implementation of DepEd Tagbilaran City Personnel Information System on **March 11, 2021** at **8:30 a.m.** at **Tagbilaran City Central Elementary School Library**.
2. This activity aims to capacitate the participants in using the above-mentioned system and to expose the same in the new way of keeping records.
3. Expenses to be incurred during the activity shall be charged against Division MOOE, subject to the usual auditing and accounting rules and regulations.
4. For information, guidance and compliance of all concerned.

JIAL/CPC/ADMIN/atm



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