



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

Office of the Schools Division Superintendent

MLA/2021 - *SG00-131*

TO : **e-LEAD PROJECT PROPONENTS**
FOR THE SOS!

FROM : **JOSEPH IRWIN A. LAGURA, Ph.D.**
Schools Division Superintendent
Office of the Schools Division Superintendent
Jos
JOSEPH IRWIN A. LAGURA, Ph.D.
SCHOOLS DIVISION SUPERINTENDENT
Becky
BEATRIZ C. LAGA, Ph.D.
CHIEF CDD

SUBJECT : **ENCODING and UPDATING OF PERSONNEL'S DATA FOR THE PERSONNEL INFORMATION SYSTEM**

DATE : September 21, 2021

1. As agreed during the Capability Building last September 15, 2021, the proponents are given eleven (11) days to encode the personnel data on the Personnel Information System. The encoding will be scheduled on September 28 to October 12, 2021. The Head of Office will be the one to arrange the schedule taking into considerations the Work from Home schedule. There will be six (6) encoders per day in order to continue the services to our clients.
2. Participants to this activity are the following:
 - Jocelyn P. Cutin
 - Ronilo B. Cañedo
 - Maria Maximina L. Babiano
 - Robilyn C. Loquias
 - Brendalou Arancana
 - Joannali R. Operiano
 - Rey Rusty B. Galan
 - Maricel A. Galan
 - Mary Melody A. Gutierrez
 - Divine Grace V. Casulocan
 - Marianne C. Palomares

3. Meals and snacks will be served to the six (6) encoders assigned per day.
4. Expenses relative to the conduct of the activity are chargeable against Program Support Fund (PSF) subject to the usual accounting and auditing procedures.
5. Your presence is highly appreciated.

JIAL/CPC/BCL/fet2021



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph