



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

**Office of the Schools Division  
Superintendent**

December 7, 2021

DIVISION MEMORANDUM

No. 494, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 475, S. 2021**

Seminar/Workshop on Revised Rules of Procedure of DepEd in Administrative Cases, Grievance Machinery, Child Protection Policy and Effective Communication for School Heads

To: Public Elementary and Secondary School Heads  
All Others Concerned

1. As an addendum to Division Memorandum No. 475, s. 2021, this Office informs that the venue of the Seminar/Workshop on Revised Rules of Procedure of DepEd in Administrative Cases, Grievance Machinery, Child Protection Policy and Effective Communication for School Heads shall be at Jj's Seafood Village, K of C Drive, Poblacion II, Tagbilaran City.
2. All other contents on the above-cited Division Memorandum are still in effect.
3. Immediate dissemination of this Memorandum is desired.

For the SDS:

*J. Lagura*  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

**FOR THE SDS:**

**JOSEPH IRWIN A. LAGURA, PH.D.**  
**SCHOOLS DIVISION SUPERINTENDENT**

**BEATRIZ C. LUGA, PH.D.**  
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