



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

Office of the Schools Division Superintendent

May 20, 2022

DIVISION MEMORANDUM
No. *180*-1s. 2022

**SEMINAR WORKSHOP FOR ADMINISTRATIVE OFFICERS (AOs) and
ADMINISTRATIVE ASSISTANT (ADAS)
IN SCHOOLS on ICT APPLICATION**

To: CID and SGOD Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. To ensure the thorough implementation of the Division Flagship Project Electronic Leave is Enjoyed, Availed and Delivered (eLEAD), this Office hereby announces the conduct of Seminar Workshop for Administrative Officers and Administrative Assistance in schools on June 14-17, 2022. Venue will be announced later.
2. Participants to this activity are the administrative Officer and Administrative Assistant in school. The Official list of participants is herein attached.
3. Expenses relative to the conduct of the activity is chargeable against Division MOOE subject to the usual accounting procedure and auditing rules.
4. Immediate and wide dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/BCL/ftc



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Attachment 1

School	Praticiapant/s
Division Office/ ALS	Analou S. Regalado, Laura Domingo, Maria Maximina L. Babiano Marianne C. Palomares, Divine Grace Casulocan
Bool ES and Mansasa ES	Jennifer Sarigumba
Booy ES	Melody Gutirerez
Booy South and HI	Easter Sunday Muyco
Cabawan ES and Tiptip ES	Gina E. Gamao
City East ES	Dina Bustamante
Cogon ES	Raquel Arabaca
Dampas ES and TCCES/ SPED SSES	Ruben Lorejo
Dao ES	Grace Rios
Eastern Cogon ES	Maricel Mar
Manga ES	Aileen Ciruela
San Isidro ES and Taloto ES	Ellen Cesar
Tagbilaran City Central School	Ian Sumaylo
Ubujan ES	Retchel Sumampong
Cogon HSEC	Helen Chatto, Antonette Oguis
DCPNHS (JHS)	Ronilo Canedo, Louie Supremo, Rheo Btoero
DCPNHS (SHS)	Hilaria Hora, Camille Ranico
Manga HS	Ralph Botero, Fatima Penales
Mansasa NHS	Lani Narvarte, Karen Malig-on
San Isidro NHS	Mary Grace P. Agustines
TCSHS	Jualey Misa