



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-2022-OSDS- 122

To : **DR. FILOMENA C. TANGGAAN**
Senior Education Program Specialist (HRDD)

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

Subject : **DESIGNATION AS OFFICER-IN-CHARGE OF THE
SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

Date : June 30, 2022

1. In the exigency of service, you are hereby designated as the Officer-in-Charge of the School Governance and Operations Division (SGOD) of DepEd Division of City Schools – Tagbilaran City upon retirement of Dr. Beatriz C. Luga as Division Chief effective July 1, 2022.

Your designation shall be effective until such time when a new SGOD Chief shall be appointed to the position.

2. You are to prepare reports and submit those to the Schools Division Superintendent's Office for approval, as well as other activities undertaken relative to this designation.

You are expected to perform your duties and responsibilities with utmost sincerity and dedication.

3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

