



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

**Office of the Schools Division  
Superintendent**

January 5, 2023

DIVISION MEMORANDUM  
No. 014, s. 2023

**NEWLY-PROMOTED AND DESIGNATED PERSONNEL AND OFFICE  
TRANSACTION IN-CHARGE IN THE DIVISION OFFICE**

To: Division Office Personnel  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. For the information and guidance of all concerned, the following are the newly-promoted and designated personnel and transaction in-charge in the Division Office:

<b>Name</b>	<b>Position/Designation/Office Transaction</b>
Filomena C. Tanggaan PhD	Officer-in-Charge, SGOD Chief
Ma. Antonette P. Dugang PhD	Education Program Supervisor in SGOD
Cherry Michelle F. Collyer PhD	Education Program Supervisor in Science, Div. Testing Coordinator
Brendalou D. Arancana JD	Personnel Officer
Jocelyn P. Cutin	Records Officer
Marife C. Rallos	Supply Officer
Gina E. Gamao	Cashier
Atty. Katrina B. Ora	<ul style="list-style-type: none"><li>• Payroll Officer</li><li>• Designated Legal Officer</li><li>• Submission of DTR-Senior &amp; Junior High Schools and Madrasah</li><li>• Payroll Inclusion Documents</li><li>• Salary Adjustment Documents &amp; Terminal Benefits</li></ul>
Laura L. Domingo	<ul style="list-style-type: none"><li>• Submission of DTR-Elementary Schools, ALS &amp; Tagb. High School for Hearing Impaired</li><li>• Step Increment</li></ul>
Maria Maximina L. Babiano	<ul style="list-style-type: none"><li>• Leave Forms &amp; Service Credits</li></ul>
Ana Lou S. Regalado	<ul style="list-style-type: none"><li>• Submission of DTR-Division Office Personnel</li><li>• Service Records</li><li>• GSIS Matters</li><li>• 201 Files</li></ul>
Maricel A. Galan	<ul style="list-style-type: none"><li>• Provident Loan Application</li><li>• Reclassification of Position/ERF</li><li>• Retirement</li><li>• Certificate of Last Payment (CLP)</li><li>• Change of Name &amp; Status Update</li></ul>



**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

Reyrusty B. Galan

- Salary & Other Differential Claims
- PhilHealth & Pag-IBIG Concerns

2. For details on our Human Resource processes, please visit our official website: **[depedtagbilaran.org](http://depedtagbilaran.org)**.
3. Immediate and wide dissemination of this Memorandum is desired.

JIAL/CPC/ADMIN/atm

*J. Carina P. Cuberto 1/6/23*  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *JIL*



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