



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2023-CID- 011

To : **Janet T. Butalid** – EPS, Edukasyon sa Pagpapakatao  
**Rhodelia B. Tumanda** - Nurse II, Tagbilaran City Division  
**Juanita C. Lafuente** – School Principal, Manga ES  
**Maria Chona B. Roxas** – School Principal, Dao ES  
**Editha G. Gone** – Assistant Principal, Manga ES  
**Lanie G. Gutas** – Head Teacher III, DCPNHS  
**Tina Agnes B. Dumas** – Guidance Counselor III, DCPNHS  
**Marichell A. Wilson** – Guidance Counselor 1, Cogon HS-EC  
**Jinky Allen T. Vale** – Guidance Counselor Designate, Cogon HS-EC  
**Lorna S. Remolador** – CSE Focal Person in EsP, City East ES

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

Subject : Conference of the EsP Key Stage 1-4 Facilitators of the In-Service Training for Teachers (INSET)

Date : January 18, 2023

1. In preparation for the forthcoming In-Service Training for Teachers (INSET) on February 6-10, 2023, the above-mentioned names are required to attend a conference on Monday, January 23, 2023, 2:00PM at the Principal's Office of Dao ES.
2. The conference aims to:
  - a. finalize session guide for every session;
  - b. prepare needed handouts/materials; and
  - c. assign rooms for each Key Stage.
3. Dissemination of this Memorandum is highly appreciated.

JIAL/CPC/CID/JAAL/jtb



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