



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-2023-OSDS-** 029

To : **Dr. CASIANA P. CABERTE CESE**  
**Dr. JOHN ARIEL A. LAGURA**  
**Dr. AQUILINO T. MILAR, JR.**  
**Dr. FILOMENA C. TANGGAAN**  
**(Mrs.) MICHELLE T. SAGARAL CPA, MM**  
**BRENDALOU D. ARANCANA JD, MPA, REA**

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

Subject : **EVALUATION AND VALIDATION OF PERTINENT PAPERS OF APPLICANTS FOR THE RANKING TO THE POSITIONS OF SECONDARY HEAD TEACHER III, GUIDANCE COUNSELOR II, SPECIAL EDUCATION TEACHER III, ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE VI**

Date : February 6, 2023

1. Designated as the Division Human Resource Merit Promotion and Selection Board in pursuance to DepEd Order No. 29, s. 2002, you are hereby directed to evaluate and validate the pertinent papers of applicants for the ranking to the positions of Secondary Head Teacher III, Guidance Counselor II, Special Education Teacher III, Administrative Assistant II, and Administrative Aide VI on **February 16, 2023**, at the Office of the Assistant Schools Division Superintendent.
2. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
4. For information, guidance, and strict compliance.

JIAL/CPC/ASDS/CPC/LMK



**Address:** Dampas, Tagbilaran City, Bohol  
**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147



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**DIVISION MEMORANDUM**  
**MLA-2023-OSDS-** 021

To : **Dr. ESTHER L. CAGAS**  
**Dr. ROSENE D. OLAIVAR**  
**Miss LADY MAY P. KARAAN**  
**Miss JOANALLI R. OPERIANO**

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

Subject : **EVALUATION AND VALIDATION OF PERTINENT PAPERS OF APPLICANTS FOR THE RANKING TO THE POSITIONS OF SECONDARY HEAD TEACHER III, GUIDANCE COUNSELOR II, SPECIAL EDUCATION TEACHER III, ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE VI**

Date : February 6, 2023

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1. Designated as the Division Human Resource Merit Promotion and Selection Board Secretariat, you are hereby directed to assist the Board in the evaluation and validation of the pertinent papers of the applicants for the ranking to the positions of Secondary Head Teacher III, Guidance Counselor II, Special Education Teacher III, Administrative Assistant II, and Administrative Aide VI on **February 16, 2023**, at the Office of the Assistant Schools Division Superintendent.
  2. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
  3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
  4. For information, guidance, and strict compliance.

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