



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

No. 10 s. 2023

March 29, 2023

WELCOME, FAREWELL AND TURN-OVER CEREMONY

To; Assistant Schools Division Superintendent
Chiefs for Curriculum and Governance Divisions
Education Program Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. This Office through the School Governance Operations Division (SGOD) hereby announces the Welcome, Farewell and Turn-over Ceremony for top ranking officials of the Division of City Schools-Tagbilaran City on April 4, 2023 at 11:00 a.m onwards. The Venue of the ceremony will be announced later.
2. Arrival and Registration of participants commences at 10:00 a.m. to 11:15 a.m. A fellowship lunch proceeds the ceremony
3. Participants to the ceremony are the following:
 - Schools Division Superintendent
 - Assistant Schools Division Superintendent
 - CID, SGOD Chiefs of Offices
 - Education Program Supervisors
 - PDO II (LRMDS)
 - Librarian II
 - Public Elementary and Secondary School Principals/ School Heads (24)
 - SEPS HR, M&E, EPS II HR, ALS
 - Division Engineer
 - Division Planning Officer III
 - Medical & Dental Doctors
 - Adm Section/Unit Heads (AO5,AO4/ Records, Personnel, Supply, Cashiering)
 - Budget & Finance Section (Division Accountant, Budget Officer)
 - OSDS Personnel (ADA4, ADAS3, DRRM Coordinator, Div. ITO)



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4. Expenses relative to the conduct of the turn-over ceremony is chargeable against Division MOOE subject to usual accounting and auditing rules and regulation.
5. For the information and compliance of all concerned.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/SGOD-FCT/etc