



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. 151, s. 2023

May 3, 2023

INSTALLATION CEREMONY

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialists/Education Program Specialists
Division Office Section Heads
Public School Principals, Assistant Principals and Head Teachers

1. The Department of Education has issued the Reassignment Orders of the Schools Division Superintendents and Designation Orders of Officer-in-Charge of the Office of Schools Division Superintendents and Assistant Schools Division Superintendents in Region VII effective April 3, 2023.
2. An installation ceremony for the newly reassigned Schools Division Superintendent and newly designated Officer-in-Charge of the Office of the Assistant Schools Division Superintendent of the Schools Division Office of Tagbilaran City will be held on Friday, May 5, 2023 at 1:00 PM at the Tagbilaran City Central Elementary School Covered Court.
3. The participants in this activity are OIC-ASDS, Chief Education Supervisors, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists, Division Office Section Heads, Principals, Assistant Principals and Head Teachers.
4. A registration fee of Two Hundred Fifty Pesos (P 250.00) will be collected from the participants to cover the snacks and other incidental expenses incurred relative to the conduct of the activity which shall be charged against Division Office Funds/MOOE (for SDO participants) and School Funds/MOOE (for participants from the schools). All expenses are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and check direct to DepEd Division of Tagbilaran City. Participants from the schools are encouraged to pay the registration fee prior to the conduct of the activity.
5. Immediate dissemination of and compliance with this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

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