



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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 197, s. 2023

May 24, 2023

**ADDENDUM TO THE ADDENDUM OF THE DIVISION MEMORANDUM NO 161 S. 2023  
TITLED SCHOOL IMPROVEMENT PLANNING 2023-2025**

To: Assistant Schools Division Superintendent, OIC  
OIC Chiefs – CID & SGOD  
Education Program Supervisors – CID & SGOD  
Public Elementary and Secondary School Principals  
Assistant Principals and Head Teachers  
Senior Education Program Specialist – M&E  
Education Program Specialist II – ALS & M&E  
All Others Concerned

1. This is to inform the following schools whose school heads and school administrators who are on leave of absence during the School Improvement Planning 2023-2028 shall be replaced by their Master Teachers provided that their classes will be taken care of by another teacher or if modular they have arranged the modular class to their students in their absence. The following are:
  - DCPNHS 1. Cherry S. Calacat in the absence of Mr. Melchor Daniel Jr., Assistant Principal.
  - 2. Genevieve Bongcac in the absence of Ms. Mercy Mae Serate, Head Teacher III.
  - Dao ES – Dr. Glaiza Jala in the absence of Mrs. Chona Roxas, Principal I on sick leave of absence
  - Ubujan ES – Dr. Annabelle Pergamino in the absence of Mr. Marcelino Pelin, Principal I.
2. Immediate and wide dissemination of this memorandum is desired.

**WILFREDA D. BONGALOS, PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

WDB/JAL/FCT/lem



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