



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

**MLA-2022-OSDS- 069**

To : **JANET T. BUTALID PhD**  
Education Program Supervisor

From : **WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent *WDB*

Subject : **DESIGNATION AS OFFICER-IN-CHARGE OF THE  
CURRICULUM IMPLEMENTATION DIVISION CHIEF**

Date : May 2, 2023

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1. In the exigency of service, you are hereby designated as the Officer-in-Charge of the Curriculum Implementation Division (CID) Chief of DepEd Division of City Schools – Tagbilaran City upon the designation of Dr. John Ariel A. Lagura as OIC-Assistant Schools Division Superintendent effective April 3, 2023.

Your designation shall be effective until such time when the CID Chief returns to the position.

2. You are to prepare reports and submit those to the Schools Division Superintendent's Office for approval, as well as other activities undertaken relative to this designation.

You are expected to perform your duties and responsibilities with utmost sincerity and dedication.

3. As Officer-In-Charge you are entitled to the representation and transportation (RATA), except the salary of the position.

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WDB/JAAL/ADMIN/ATM/art



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