



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-2023 -OSDS- 073

To : **AQUILINO T. MILAR JR. JD, PhD**  
Administrative Officer V

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

Subject : **DESIGNATION AS DIVISION EMPLOYEE WELFARE  
FOCAL PERSON**

Date : May 3, 2023

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1. In the exigency of service, you are hereby designated as the Division Employee Welfare Focal Person of DepEd Division of City Schools – Tagbilaran City.
2. The functions of the Employee Focal Person include the following:
  - a. Conduct survey on employees' welfare needs;
  - b. Develop and implement programs and activities on employees' welfare;
  - c. Monitor the impact of the programs and submit required reports; and
  - d. Attend meetings/seminars/workshops on employee welfare called by higher office.
3. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
4. For your guidance and compliance.

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WDB/JAAL/ADMIN/ATM/art



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