

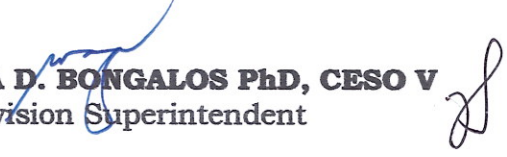


Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023-OSDS- 080A

To : **Dr. JOHN ARIEL A. LAGURA**
Dr. AQUILINO T. MILAR JR
Dr. FILOMENA C. TANGGAAN
Dr. JANET T. BUTALID
(Mrs.) BRENDA LOU D. ARANCANA MPA, REA, JD
(Mrs.) MICHELLE T. SAGARAL CPA, MM

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

Subject : **EVALUATION & VALIDATION OF DOCUMENTS OF APPLICANTS
FOR THE POSITIONS OF ADMINISTRATIVE AIDE III AND
ADMINISTRATIVE ASSISTANT I**

Date : May 12, 2023

1. Designated as the Division Human Resource Merit Promotion and Selection Board in pursuance to DepEd Order No. 19, s. 2022, you are hereby directed to evaluate and validate the pertinent papers of the applicants for the ranking of the positions of Administrative Aide III and Administrative Assistant I on **May 23, 2023** at the Division Conference Room.
2. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
4. For information, guidance, and strict compliance.






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
MLA-2023-OSDS- CSCA

To : **Dr. ESTHER L. CAGAS**
Dr. ROSENE D. OLAIVAR
Miss LADY MAY P. KARAAN
Miss ANGELI FAITH V. PASCUAL

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

Subject : **EVALUATION & VALIDATION OF DOCUMENTS OF APPLICANTS
FOR THE POSITIONS OF ADMINISTRATIVE AIDE III AND
ADMINISTRATIVE ASSISTANT I**

Date : May 12, 2023

1. Designated as the Division Human Resource Merit Promotion and Selection Board Secretariat, you are hereby directed to facilitate the preliminaries and assist the Board in the evaluation and validation of pertinent papers of the applicants for the ranking of the positions of Administrative Aide III and Administrative Assistant I on **May 23, 2023** at the Division Conference Room.
2. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
4. For information, guidance, and strict compliance.

WDB/ JAAL/ASDS /JAAL/afvp



Address: Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph