



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-SGOD- 089**

TO : **John Ariel A. Lagura PhD**  
OIC-Assistant Schools Division Superintendent  
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OIC-Chief, SGOD  
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School Principal, Manga Elementary School  
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SEPS, M & E and Soc Mob  
**Marilou A. Pondoc**  
Head Teacher III-City East Elementary School  
**Rosene D. Olaivar**  
EPS II, HRDS

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

SUBJECT : **Planning Conference on the conduct of Division Training on  
Instructional Leadership Training (ILT) in Strengthening Learning Conditions for  
Early Literacy Instruction**

DATE : May 21, 2023

1. This Office hereby invite the listed participants to attend the Planning Conference on the conduct of Division Training on Instructional Leadership Training (ILT) in Strengthening Learning Conditions for Early Literacy Instruction on **May 23, 2023 @ 8:30 am to 10:00 am, at Tagbilaran City Schools Division Conference Room, Dampas District, Tagbilaran City, Bohol.**
2. The activity aims to discuss plans for the coming Division training on ILT .
3. The identified **Resource Speakers** are requested to bring along with them the **CPDD form 17-Resume of Resource Person with RECENT 2X2 PICTURE (color photo with white background)** and attached **photocopy of PRC Identification Card.**
4. Immediate dissemination of this Memorandum is desired.

WDB/JAAL/SGOD/FCT/rdo



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