



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- 157

TO : ERNESTO Q. ALAS-AS JR. CESE
MAURINE C. CASTAÑO
JOHN ARIEL A. LAGURA PhD
AIMEE T. AMISTOSO PhD
AQUILINO T. MILAR JR. PhD
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ALY MARIE L. CAJILOG PhD
CONCEPCION C. SIMPAO
GLAIZA T. JALA PhD
ANNABEL R. LANSANG
RODILYN A. SAB
JOSE C. MARIÑAS III
JESILO G. JALA
SIMON T. RIOS
JAPHET A. REVEREAL

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

SUBJECT : **EDITORIAL BOARD MEETING IN PREPARATION FOR THE
DEPED TAGBILARAN DIVISION OFFICIAL PUBLICATION
TITLED "THE SPOTLIGHT"**

DATE : September 29, 2023

1. You are hereby directed to attend the Editorial Board Meeting in preparation for the Division Publication titled, "THE SPOTLIGHT" this coming **October 13, 2023, 2:00 p.m.** at the Division Office Conference Room.
2. The agenda of the meeting are as follows: 1. Welcome and Introduction; 2. Review of Publication; 3. Goals and Objectives; 3. Discussion on Content Selection and Themes; 4. Brainstorming Session for Article Ideas; 5. Assigning Roles and Responsibilities; 6. Setting Deadlines and Milestones; and 7. Any Other Business.
3. Your active participation and input are crucial to the success of "THE SPOTLIGHT" publication. Attendance to this activity shall be on official time. Should you have any questions or require further information, please do not hesitate to call Dr. Aimee T. Amistoso or Dr. Aquilino T. Milar Jr through (038) 427-1702.
4. Expenses relative to the said activity shall be charged against the local funds or Division MOOE, subject to the usual auditing and accounting rules and regulations.
5. For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



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