



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- 211-A

TO : **RUBEN LOREJO**
MARICEL GALAN
JOANALLI OPERIANO
CHRISTIAN JOHN CAPON
ALDRIN PAJO
JERELYN TUMABANG
LADY MAY KARAAN
BERNADITO TAGUISA

REYRUSTY GALAN
LAURA DOMINGO
MICHELLE SAGARAL
JULIE ANN KRISTIE REDILLAS
ANGELI FAITH PASCUAL
GINA GAMAO
MARGARITA TEJANO

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

SUBJECT : **REPORT TO DUTY DUE TO PREPARATION OF SERVICE RECOGNITION
INCENTIVE (SRI) AND OTHER BENEFITS**

DATE : December 18, 2023

1. The above-named personnel are hereby directed to report to their respective sections today, December 18, 2023 due to preparation of the Service Recognition Incentive (SRI) and other benefits due for the Schools Division Office of Tagbilaran City personnel.
2. In this regard, the said personnel are entitled to Compensatory-Time-Off (CTO).
3. For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm