



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

**Office of the Schools Division  
Superintendent**

January 17, 2024

DIVISION MEMORANDUM

No. 04 s. 2024

**REFRESHER COURSE FOR THE TECHNICAL OFFICIALS AND COACHES  
FOR THE 2024 TAGBILARAN CITY DIVISION MEET**

To: Assistant Schools Division Superintendent  
Chief CID and SGOD  
Public Elementary and Secondary School Principals  
Public Elementary and Secondary School MAPEH Coordinators  
All Others Concerned

1. This Office announces the conduct of the Refresher Course for Technical Officials and Coaches for the 2024 Tagbilaran City Division Meet on January 27, 2024 at Tagbilaran City Central Elementary School Covered Court from 8:00-5:00 PM to be conducted by the respective Tournament Managers.
2. In this regard, a meeting of all Tournament Managers and School Sports Coordinators is scheduled on January 23, 2024; 2:00-5:00 PM at Tagbilaran City Central Elementary School Library to finalize the entries in every event they want to participate. Tournament Managers are directed to bring their activity proposals as regards the new guidelines, updates and latest ruling in their respective sports events.
3. The Medical-Dental schedule of Cogon ES and Cogon HS is reset on February 8, 2024 instead of January 13, 2024 since it is a Saturday.
4. Since the scheduled refresher course is conducted on Non-School Days, Teacher-Participants (Tournament Managers, Technical Officials, Coaches and Management Team) are given Service Credits while Non-Teaching Personnel are provided with Compensatory Time Off (CTO) equivalent to the actual number of hours rendered.
5. Immediate dissemination of and compliance with this memorandum is directed.

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

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