



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-2024- 004

TO : **ENGR. JUNICEL T. MANCHA**
Project Development Officer II

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

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE OF DIVISION
PLANNING OFFICER III**

DATE : **JANUARY 3, 2024**

In the exigency of service, you are hereby designated as the Officer-in-Charge (OIC) of Planning Officer III to be assigned at the School Governance and Operations Division (SGDO) effective today, January 3, 2024, until such time that the SDO Tagbilaran shall have appointed Planning Officer III.

As OIC Planning Officer III, you are to provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users.

Further, you are to monitor and evaluate the implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers.

This designation will not entitle you to additional financial remuneration, but this can be used for your promotion in the future.

For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



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