



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 : LEGARDO R. PALACA EdD, DCPNHS-SHS OIC/Asst. School Principal II
Senior High School Teachers and Non-Teaching Personnel

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

SUBJECT : TRANSFER OF SCHOOL SITE FOR DR. CECILIO PUTONG NATIONAL
HIGH SCHOOL – SENIOR HIGH SCHOOL

DATE : January 5, 2024

1. You are hereby directed to transfer to the newly completed school site of Dr. Cecilio Putong National High School - Senior High School annex, located in Barangay Cabawan, Tagbilaran City, Bohol, effective February 1, 2024.
2. The aims of this transfer are as follows: a) address the issue of overcrowding population at the main campus along CPG Avenue, Tagbilaran City; b) create a more conducive learning environment for both students and teachers; and c) foster better teaching and learning experiences.
3. The decision to transfer the school site was made after careful consideration of various factors, including the increasing student population and the limited space available at the current campus. The new 32-classroom buildings in Dr. Cecilio Putong National High School-Senior High School annex in Cabawan, Tagbilaran provide ample space to accommodate the students and staff comfortably.
4. To ensure a smooth transition, the School Head of that school is hereby directed to submit **on or before January 22, 2024**, the following: 1) Class Programs of Teachers for Second Semester, school year 2023-2024; 2) SDRRM Contingency Plan; and 3) Schedule of Security Guards/Barangay ALERT on Duties to ensure safety and protection of our learners, teachers, administrative staff, and parents/guardians, which will be communicated to all stakeholders well in advance, allowing for ample time to prepare and adjust accordingly.
5. We appreciate your understanding and cooperation during this transition period. Should you have any questions or concerns regarding the transfer of school site, please do not hesitate to call this Office.
6. For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



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