



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
OSDS-2024- 682

TO : **NEOLITA S. SARABIA EdD**
Education Program Supervisor in LRMS

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

SUBJECT : **DESIGNATION OF OFFICER-IN-CHARGE OF EDUCATION
PROGRAM SUPERVISOR IN EDUKASYON SA PAGPAPAKATAO
AND HOMEROOM GUIDANCE**

DATE : **FEBRUARY 1, 2024**

In addition to your load as Education Program Supervisor in LRMS and in the exigency of service, you are hereby designated as the Officer-in-Charge for Education Program Supervisor in Edukasyon sa Pagpapakatao and Homeroom Guidance while Dr. Janet T. Butalid is acting as Officer-in-Charge-Chief Education Program Supervisor in Curriculum Implementation Division (CID), effective immediately.

You are to provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.

Further, you are to provide technical assistance to the Schools in the curriculum implementation, instructional supervision and learning materials development and quality assurance. When part of LR Design and Development Team, may be assigned as the Instructional Design and Development Coordinator.

This designation will not entitle you to any financial remuneration, however, this can be used for your promotion.

For your information, guidance, and compliance.

WDB/ADMIN/atm



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