



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

**Office of the Schools Division  
Superintendent**

March 27, 2024

**DIVISION MEMORANDUM**

No. 229, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 214, S. 2024**

(Orientation of Non-Teaching Personnel (Newly Hired and those who assumed New Ancillary Tasks upon the Implementation of DepEd Order No. 002, s. 2024)

To: Division Office Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In addition to the provisions in Division Memorandum No. 214, s. 2024, titled Orientation of Non-Teaching Personnel (Newly-Hired and those who assumed New Ancillary Tasks upon the Implementation of DepEd Order No. 002, s. 2024), a registration of TWO THOUSAND PESOS (P 2,000.00) shall be collected from the participants chargeable to School MOOE for those coming from schools and Division MOOE from those who are from Division Office subject to the usual auditing and accounting rules and regulations.
2. All other provisions in Division Memorandum No. 214, s. 2024 are still in effect.
3. Immediate dissemination of this Memorandum is desired.

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

WDB/ADMIN/atm



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