



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- 061

TO : **BRENDALOU D. ARANCANA**
Administrative Officer IV

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

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE OF ADMINISTRATIVE
OFFICER V**

DATE : **APRIL 25, 2024**

In addition to your load as Administrative Officer IV and in the exigency of service, you are hereby designated as the Officer-in-Charge for Administrative Officer V while Dr. Aquilino T. Milar Jr. is on leave from May 20, 2024 to September 16, 2024, effective immediately.

You are to provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.

Further, you are to act as representative or Agency Approving Officer (AAO) with the GSIS and Pag-IBIG loan applications and perform such other functions as deemed necessary on behalf of Dr. Milar.

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



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph