



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  
No. 357 , s. 2024

**May 21, 2024**

**VIRTUAL DIVISION RE-ORIENTATION ON PREPARATION AND CHECKING OF  
SCHOOL FORMS IN ACCORDANCE WITH DEPED ORDER NO. 11, S. 2018**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD), hereby announces the conduct of **VIRTUAL DIVISION RE-ORIENTATION ON PREPARATION AND CHECKING OF SCHOOL FORMS IN ACCORDANCE WITH DEPED ORDER NO. 11, S. 2018**. This will be conducted on May 22, 2024, starting at 1:30 p.m.
2. The activity aims to address any clarifications and ensure a consistent process, building on our collective experiences from previous checks.
3. This virtual re-orientation will be attended by the School Head and Administrative Officer/Record Officer from each of the 26 public schools within the division. Please use this Meeting link to join the mentioned activity: <https://tinyurl.com/SFTagbilaran>.
4. Immediate dissemination of this Memorandum is desired.

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

WDB/JAAL/SGOD/MCC/rdo



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