



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
SGOD-2024-074

TO : **GENEVIEVE J. BONGCAC** DCPNHS-SHS
MARY FAITH I. BARRETE DCPNHS-SHS
MARLENE G. ESTROSAS DCPNHS-SHS

FROM : **For the SDS:**

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

John Ariel A. Lagura
JOHN ARIEL A. LAGURA PhD
OIC-Asst. Schools Division Superintendent

SUBJECT : **INVITATION TO THE 6TH ASSEMBLY OF PUBLIC
SECONDARY SCHOOL HEADS**

DATE : May 23, 2024

1. With reference to the invitation received from Wilfredo E. Cabral, OIC Office of the Undersecretary, BHROD, You are hereby advised to attend **the 6th Assembly of Public Secondary School Heads** on June 14-16, 2024 at City State Asturias Hotel, Puerto Princesa, Palawan.
2. Expenses relative to the activity are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
3. Please refer to the communication attached for reference.
4. Immediate dissemination of and compliance with this Memorandum is desired.

WDB/JAAL/SGOD/MCC/ict



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
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Republic of the Philippines

Department of Education

REGION VII - CENTRAL VISAYAS

Division of City Schools - Tagbilaran City

DR. CECILIO PUTONG NATIONAL HIGH SCHOOL SHS

DepED
TAGBILARAN CITY DIVISION
RECORDS SECTION

RECEIVED

Received by: J. Palaca
Date: 5-17-24
Time: _____

May 15, 2024

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

DEPARTMENT OF EDUCATION
TAGBILARAN CITY DIVISION
SCHOOLS DIVISION
RECEIVED
BY: J. Palaca TIME: _____
DATE: 5/20/2024 CTR #: 5-186

Ma'am,

Greetings in the name of the Holy Triune God!

May I request approval for the participation of my Master Teachers to the 6th Assembly of Public Secondary School Heads, which will be held at the City States Astorias Hotel in Puerto Princesa Palawan City from June 14 to June 17, 2024.

They purposely wrote a letter to my office to be part of the conference since they are also acting as administrators and their participation will contribute to our ongoing efforts to improve the quality of education and leadership within our institution.

The following individuals are proposed to represent our school at the Assembly:

1. Dr. Genevieve J. Bongcac- MT II
2. Dr. Mary Faith I. Barrete – MT II
3. Mrs. Marlene G. Estorosas- MT II

In light of this, I already conferred with my Budget Officer, and she declared that there is enough fund allotted for training and conferences under the Maintenance and Other Operating Expenses (MOOE) fund to cover the travel and accommodation expenses of their participation.

Thank you for considering this request. I look forward to your positive response and am available to provide any further information you may require.



Address: Purok 2 Cabawan District, Tagbilaran City
Email Address: legardo.palaca@deped.gov.ph



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Sincerely,



LEGARDO R. PALACA JR

Vice-President, NAPSSHI-Tagbilaran City Division