



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- 108

TO : **ANALOU S. REGALADO**
Administrative Assistant III

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER**

DATE : July 23, 2024

In addition to your load as Administrative Assistant III and in exigency of service, you are hereby designated the procurement in-charge while Elainie C. Centino is on maternity leave from August 05-November 17, 2024, effective immediately.

You are to provide the Schools Division Office with timely, responsive and economical services in procurement in order to ensure efficient operation of the Schools Division Office.

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

For your information, guidance and compliance.



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