



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- 197

TO : **Marife C. Rallos**  
Administrative Officer IV  
Tagbilaran City

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

SUBJECT : **DESIGNATION AS OFFICER - IN- CHARGE FOR THE OFFICE OF  
THE BUDGET**

DATE : **NOVEMBER 5, 2024**

In the exigency of service, you are hereby designated as the Officer-in-Charge of the Budget Office in the Division of Tagbilaran while it is still vacant due to the resignation of Ms. Julie Ann Kristie A. Redillas effective November 10, 2024.

You are expected to strictly monitor the office of the division budget in daily operations, follow-up and submit reports, and other functions as deemed necessary as Budget Officer to ensure the efficient operation of the division towards enabling to provision of accessible and quality basic education.

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

For your information, guidance, and compliance.