



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
OSDS-2024- 199

TO : **MARY MELODY G. OCON**  
Administrative Officer II  
Tagbilaran City

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

SUBJECT : **ADDITIONAL SCHOOL ASSIGNMENT**

DATE : **NOVEMBER 4, 2024**

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In addition to your workload as Administrative Officer II of Booy ES and in the exigency of service, you are hereby given additional assignment as AO II of **Booy South Elementary** due to the transfer of Mr. JAPHET REVEREAL until such time that the said vacancy will be replaced.

You are expected to strictly monitor the school's daily operations, follow-up and submit reports, and other functions as deemed necessary to ensure the efficient operation of the school towards enabling to provision of accessible and quality basic education.

For your information, guidance, and compliance.