



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- 200

TO : **ELLEN S. CESAR**
Administrative Officer II
Tagbilaran City

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

SUBJECT : **ADDITIONAL SCHOOL ASSIGNMENT**

DATE : **NOVEMBER 4, 2024**

In addition to your workload as Administrative Officer II of Ubujaan ES and in the exigency of service, you are hereby given additional assignment as AO II of Taloto Elementary and High School due to the transfer of Mr. Japhet Reveeral 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.