



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- 228

TO : **Meriam P. Arango**  
Senior Bookkeeper  
Tagbilaran City Science High School  
Tagbilaran City

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

SUBJECT : **DESIGNATION AS SENIOR BOOKKEEPER OF MANSASA NHS**

DATE : **NOVEMBER 18, 2024**

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In addition to your workload as Senior Bookkeeper of Tagbilaran City Science High School and in the exigency of service, you are hereby given additional assignment as Senior Bookkeeper of Mansasa NHS due to the transfer of Ms. Coritico 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.

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

For your information, guidance, and compliance.