



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- 229

TO : **JAPHET A. REVEREAL**
Administrative Officer II
Tagbilaran City

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

SUBJECT : **DESIGNATION AS OFFICER- IN- CHARGE IN THE DIVISION
SUPPLY OFFICE**

DATE : **November 8, 2024**

In addition to your workload as Administrative Officer II of Taloto National High School and in the exigency of service, you are hereby designated as the Officer-in-Charge for the Division Supply Office while **Ms. Marife Rallos** is designated as Budget Officer effective **November 11, 2024**.

You are expected to strictly monitor the daily operations in the supply office, follow-up and submit reports, and other functions as deemed necessary on behalf of Mrs. Rallos to ensure the efficient supply operation of the division.

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

For your information, guidance, and compliance.