



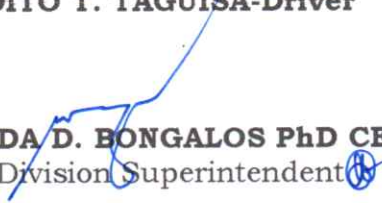
Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
SGOD-2025- 039

TO : **MAURINE C. CASTAÑO-SGOD Chief**  
**JANET T. BUTALID – CID Chief**  
**JUNICEL T. MANCHA-PO III**  
**ROSENDO GATILLO – Teacher II, DCPNHS**  
**BERNADITO T. TAGUISA-Driver**

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

SUBJECT : **HOSTING OF THE NATIONAL COMMITTEE MEETING**

DATE : January 22, 2025

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1. With reference to RM 091 s. 2025 titled Region VII Hosting for the National Management Committee Meeting (MANCOM) on January 29-30, 2025 at DepEd Ecotech, Sudlon, Lahug, Cebu City.
2. In connection with the upcoming event, we will set-up a booth display to represent SDO Tagbilaran City. To ensure a successful set up, this Office hereby assigns you to assist in putting up and disassembling of the booth.
3. Expenses relative to the activity are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

WDB/JAAL/SGOD/MCC/ftt



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