



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-2025- 119

TO : **BRENDALOU D. ARANCANA JD, PhDM**  
Administrative Officer IV

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

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE FOR ADMINISTRATIVE  
OFFICER V**

DATE : **MAY 19, 2025**

In addition to your load as Administrative Officer IV and in the exigency of service, you are hereby designated as the Officer-in-Charge for Aquilino T. Milar Jr., Administrative Officer V, while he is on Leave from June 2, 2025 to September 19, 2025, effective immediately.

You are to provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.

Further, you are to act as representative or Agency Approving Officer (AAO) with the GSIS and Pag-IBIG loan applications and perform such other functions as deemed necessary on behalf of Dr. Milar.

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

For your information, guidance, and compliance.

WDB/ADMIN/atm



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