



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- 124

TO : **JOHN ARIEL A. LAGURA PhD**
OIC Assistant Schools Division Superintendent

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

SUBJECT : **DESIGNATION AS DEPED TAGBILARAN CITY SCHOOLS
DIVISION LEGAL OFFICER**

DATE : **JUNE 2, 2025**

In the exigency of service and in addition to your functions as OIC Assistant Schools Division Superintendent, you are hereby designated as the Department of Education (DepEd) Tagbilaran City Schools Division's Legal Officer effective June 2, 2025.

As designated Division Legal Officer, you are to provide effective, efficient, judicious, and expeditious legal service to the Division Office through:

- impartial, evidenced-based, and speedy disposition of administrative cases;
- effective and efficient delivery of in-house legal services ;
- safeguarding the Department's rights and interests on School Sites; and
- constant monitoring and timely submission of reportorial requirements to appropriate authorities.

This designation will not entitle you to any financial remuneration, however, this would help you gain experience in the practice of law.

For your information, guidance, and compliance.

WDB/ADMIN/atm



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