



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

**Office of the Schools Governance Operations Division**

**DIVISION MEMORANDUM**  
No. 442, s. 2025

**July 16, 2025**

**DESIGNATION TO HANDLE THE CASH ADVANCES, DISBURSEMENTS,  
PAYMENTS AND LIQUIDATION OF ALL PLANS, PROGRAMS PROJECTS AND  
ACTIVITIES IN THE PARTICIPATION OF THE EDUCATIONAL ADVANCEMENT  
TRAINING IN ROBOTICS AISTEM FOR TEACHERS AND SCHOOL LEADERS**

To: **GRACE MARIE L. CAMPOS**

1. In the exigency and best interest of the service, you are hereby DESIGNATED to handle the Cash Advances, Disbursements, Payments and Liquidations of all Plans, Programs, Projects and Activities during the Educational Advancement Training in Robotics AISTEM for Teachers and School Leaders on August 18-22, 2025 at Felta Multi Media Center, Norte Dame St., Cubao, Quezon City, Philippines. As such, it shall be your mandated duties and responsibilities to strictly follow, abide, adhere, implement and the standard accounting and auditing rules and procedures in accordance with the laws, decrees, city ordinances and all other applicable laws and regulations on fiscal management.
2. This Order shall take effect immediately and remain in full force until revoked, rescinded or amended by the undersigned.
3. For your information, guidance and strict compliance.

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