



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  
CID-2023- 216

**TO : MARY JEAN O. BITANG**  
Teacher II  
Dr. Cecilio Putong National High School-SHS  
Cabawan Campus, Tagbilaran City

**FROM : WILFREDA D. BONGALOS PhD, CESO V4**  
Schools Division Superintendent

**SUBJECT : DESIGNATION AS ALS TEACHER TO TAGBILARAN CITY JAIL  
AND BOHOL DISTRICT JAIL**

**DATE : August 25, 2023**

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In line with our commitment to providing accessible education to all sectors in the community, you are hereby designated as **Alternative Learning System (ALS) Teacher** assigned to conduct instructional sessions at the **Tagbilaran City Jail (TCJ)** and **Bohol District Jail (BDJ)**

This designation is effective from **August 29, 2023** for the **school year 2023-2024 up to present** and will remain unchanged unless otherwise communicated. Your primary responsibilities include:

- ensuring that inmates in these facilities continue to receive quality education and skills training as part of their rehabilitation;
- preparing and facilitating weekly learning sessions according to the approved schedule;
- coordinating with jail management and the designated program coordinator to ensure compliance with facility rules and safety protocols;
- submitting attendance and activity reports as required.

We appreciate your commitment to making a positive impact on the lives of persons in detention and trust that you will carry out your duties with integrity, dedication, and compassion.

For your information, guidance and compliance.



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