



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  
CID-2025 218

**TO : JOSEPH C. BARRETE, ARNELIE JEAN MATUOD  
RICHARD SUMAMPONG, JOCELYN POZON  
JANETH PATENO, RHIZZEL RIZALADO  
KAREN GUMBA, JOSE ANDREW SALISE, RODRIGO AMANCIO**

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

**SUBJECT : RENDERING OF SERVICE ON OCTOBER 4, 2025, FOR WTD  
DIVISION CULMINATION PREPARATIONS**

**DATE : October 3, 2025**

1. In line with the scheduled World Teachers' Day (WTD) Division Culmination Program on October 6, 2025, Division personnel and City paid workers listed above are hereby directed to render service on Saturday, October 4, 2025, to assist in the necessary preparations for the event. Your support and cooperation are vital to ensuring the success of this important celebration for the teachers in the Division.
2. Services rendered on this date will be credited as Compensatory Time Off (CTO) in accordance with existing policies and guidelines.
3. Your continued support and cooperation are highly appreciated.

WDB/JAAL/JTB/jcb