



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  
OSDS-2025- 219

TO : **JOANALLI O. INTIA**  
Administrative Officer II

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

SUBJECT : **DESIGNATION AS PAG-IBIG FUND COORDINATOR**

DATE : **October 2, 2025**

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In addition to your load as Administrative Officer II and in the exigency of service, you are hereby designated as the Pag-IBIG Fund Coordinator effective immediately.

You will serve as the official liaison between the Department of Education (DepEd) Tagbilaran and the Pag-IBIG Fund Tagbilaran Branch. Your key functions include pre-screening of employee loan applications, confirming their online applications, ensuring they have their Member ID or Registration Tracking Number (MID/RTN), and facilitating the submission of the Specimen Signature Form (SSF). Further, you will serve as the official contact person for resolving issues and attending important meetings called by the Pag-IBIG Fund.

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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