



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- 241

TO : **MARIA ELENA P. BACUS**
Administrative Assistant III
Tagbilaran City

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

SUBJECT : **DESIGNATION AS BOOKKEEPER OF DR. CECILIO PUTONG
NATIONAL HIGH SCHOOL**

DATE : **NOVEMBER 5, 2025**

In the exigency of service, in addition to your duties and responsibilities you are hereby designated as Senior Bookkeeper of Dr. Cecilio Putong National High School effective immediately. You are to provide the school management with economical, efficient accounting and budgeting services to ensure the cost-effectiveness of funds and financial resources until such time that the Newly Hired Bookkeeper of Manga National High School shall report to duty.

This designation will not entitle you to financial remuneration, but this could be an avenue for your career upward progression.

For your information, guidance, and compliance.

Wdb/admin/bda