



DepED
TAGBILARAN CITY DIVISION
 RECORDS SECTION
RECEIVED

December 16, 2025

Received by: _____
 Date: _____
 Time: _____

Dr. WILFREDA D. BONGALOS, PHD, CESO V
 Schools Division Superintendent, DepEd - Tagbilaran City Schools Division
 Barangay Dampas, Tagbilaran City, Bohol

Dear Dr. Bongalos,

Good day.

This is to respectfully inform your good office that the following teachers will be excused from their classes on **December 18, 2025, 2:00 P.M at City Tourism Office** as they are required to attend the **Christmas Festival Evaluation Meeting** organized by the City Events, Culture, and the Arts Office (CECAO):

- **Ms. Jeycelle Espejo Inting** Dr. Cecilio Putong National High School
- **Ms. Claire Carnecer-** Dr. Cecilio Putong National High School
- **Mr. John Paul Tinampay-**Dr. Cecilio Putong National High School
- **Mr. Jesmar Joseph Magdugo-** Tagbilaran City Science High School

Their attendance in this meeting is necessary as part of their official involvement in the Christmas Festival activities. We kindly request your understanding and consideration in excusing them from their classes during the said date and time.

Thank you very much for your usual support and cooperation.

Respectfully Yours,


JANE CENSORIA C. YAP
 City Mayor

DEPARTMENT OF EDUCATION
 TAGBILARAN CITY SCHOOLS DIVISION
 SDS OFFICE
RECEIVED

BY: _____ TIME: _____
 DATE: 12/17/25 CTR: 12-137
 received SGD: (signature)
 12/17/25 @ 10:14 am

