



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  
No. 017, s. 2026

January 6, 2026

**RECOMPOSITION OF THE DIVISION PROVIDENT FUND SECRETARIAT**

To : Division Office Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office disseminates the composition of the Provident Fund Secretariat of the Department of Education, Division of City Schools – Tagbilaran City, to wit:

Chairperson	:	WILFREDA D. BONGALOS PhD, CESO V Schools Division Superintendent
Head Secretariat	:	MICHELLE T. SAGARAL PhDM, CPA Accountant III
Secretariat Members	:	ATTY. TAMMY I. RELAMPAGOS Attorney III  BRENDALOU D. ARANCANA PhDM, JD, REA Administrative Officer IV, Personnel  ANGELI FAITH V. PASCUAL Administrative Officer II  MARIA MAXIMINA L. BABIANO Administrative Assistant III

2. The general duties and functions of the Secretariat shall be to administer the operations of the Provident Fund in the Division; attend and authorize to matters related to the disbursement of the fund; and coordinate and keep records of the remittances, collections and financial transactions for proper accounting.

3. Immediate and wide dissemination of this Memorandum is desired.

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

WDB/JAAL/FINANCE/MTS/afvp



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