



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

OFFICE ORDER No. 001, s. 2026

TO : **MARICEL A. GALAN**

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **Duty Assignment at the Division Office**

DATE : January 7, 2026

In the interest of administrative exigencies and smooth functioning of the Division Office due to lack of manpower (**Mrs.) Maricel A. Galan, Administrative Officer II of Ubujan Elementary School** is hereby assigned **additional duty at the Division Office** for two (2) days along with her regular duties at the school.

The concerned official shall attend the Division Office as and when required and perform all duties assigned by the competent authority, without hampering other administrative work at the school.

This order shall take effect immediately and shall remain in force until such time that a permanent employee assumes his/her duties. No additional remuneration shall be allowed for this assignment.

Please be guided accordingly.



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>