



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-2026- 025

January 22, 2026

To : **Michelle T. Sagara**
Rosalie A. Tambis
Angeli Faith V. Pascual
Marilou C. Bedrijo
Kent Chadric H. Evasco
Rey Kallen A. Rapirap
Margarita L. Tejano
Jennifer B. Sarigumba
Sherry Lyn S. Dulalas
Mary Melody G. Ocon
Anna Mae C. Bellezas
Jan Iris Jane T. Baugbog
James Carlo C. Cuanag
Retchel T. Sumampong


Fatima Melody P. Ingles
Marecyl D. Mar
Aireen T. Ciruela
Laura L. Domingo
Mary June Karen G. Gelomio
Ananias J. Sumaylo
Cesaria Judith T. Dugal
Easter Sunday P. Muyco
Grace A. Rios
Maricel A. Galan
Nicanor S. Clavicillas
Jerelyn T. Tumabang
Ronilo B. Cañedo
May Jean E. Curiba

**SEMINAR-WORKSHOP ON THE CONSOLIDATION OF
TAXES WITHHELD FOR REMITTANCE**

1. To ensure that the taxes withheld be remitted to the Bureau of Internal Revenue on time, a seminar-workshop is scheduled for the consolidation of data which must be prepared ahead of time. In this regard, you are hereby directed to participate in the said activity on January 28, 2026, 8:00 a.m. – 5:00 p.m. at the Audio-Visual Hall of Tagbilaran City Central Elementary School.
2. All expenses relative to the said activity shall be charged to the Division MOOE/local funds, subject to usual accounting and auditing rules and regulations.
3. Kindly bring your file summary of withheld taxes on payments to suppliers for the month of January 2026. Bring laptop and extension wire as well.
4. For information, guidance, and strict compliance.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent
mtb *ape*

WDB/JAAL/FINANCE/MTS/afvp



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph