



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. 272 , s. 2026

April 8, 2026

**Information and Voluntary Participation in the Institutional
 Training on Food Processing at TESDA PTC – Bilar, Bohol**

TO: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Public Elementary and Secondary School Heads

1. This Office informs all concerned teachers and personnel of the **Institutional Training on Food Processing** to be conducted by the TESDA Provincial Training Center (PTC) – Bilar, Bohol this April 2026. The said training aims to enhance the competencies and technical skills of participants in food processing, which may be beneficial in the implementation of the Technical-Vocational-Livelihood (TVL) track and other school-based and community programs.
2. Participation in this training is strictly on a voluntary basis and shall not be considered an official directive from the Schools Division Office of Tagbilaran City. Below is the list of aspirants, to wit:

NAME OF TEACHER	SCHOOL
Haidee G. Felisilda	DCPNHS-SH
Ester E. Torralba	DCPNHS-Junior
Maylyn T. Ayuban	Mansasa NHS-Senior
Christine Tiara Zamora	Manga NHS
Emmalynn M. Matuod	Manga ES
Denisa T. Mantica	City Central ES
Irene P. Pulot	DCPNHS-Junior
Elizabeth R. Escolano	Division Office

3. They **may attend at their own discretion and initiative**, subject to the following conditions:
 - a. Attendance shall be undertaken during the **uninterrupted break period** and shall not affect official duties;
 - b. Participants shall accomplish and submit a **duly notarized Waiver and Undertaking** prior to attendance;
 - c. Any expenses to be incurred in relation to participation shall be **borne personally**, unless otherwise provided by the training center.
 - d. The Schools Division Office shall **not be held liable** for any untoward incident that may arise during the conduct of the training.
4. No official travel order shall be issued, and no funds from the Division Maintenance and Other Operating Expenses (MOOE) shall be utilized for this purpose.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
 Schools Division Superintendent

AQUILINO T. MILAR JR. PhD
 Administrative Officer V

WDB/IAAL/ICB/jch



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