



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

**Office of the Schools Division
Superintendent**

July 2, 2026

DIVISION MEMORANDUM
No. 519 , s. 2026

SIMULATION ON ENCODING OF ELECTRONIC FORM 7

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

1. In line with the proposed Downloading of Payroll Services in the Schools Division Office of Tagbilaran City, this Office is directing the School Administrative Officers II (IUs and Non-IUs) to attend the **Simulation on Encoding of Electronic Form 7 at Tagbilaran City Central Elementary School (TCCES) Library on July 8, 2026 at 8:00 o'clock in the morning.**
2. Participants are requested to bring the following:
 - Duly signed copy of June 2026 Form 7
 - Reviewed June 2026 DTRs with complete attachments
 - Laptop and extension wire
3. Schools are NOT required to submit the DTRs on or before July 5. Instead, they shall be collected after the above-cited activity.
4. A registration of Php 500.00 will be collected to cover meals and snacks which shall be charged to School MOOE for participants coming from the schools and Division MOOE for Division Office participants, subject to the usual accounting and auditing rules and regulations. Attached is the list of participants for reference.
5. Immediate dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

LIST OF PARTICIPANTS

	ELEMENTARY SCHOOLS	ADMINISTRATIVE OFFICER II
1	BOOL ELEMENTARY SCHOOL	JENNIFER B. SARIGUMBA
2	BOOY ELEMENTARY SCHOOL	MARY MELODY G. OCON
3	BOOY SOUTH ELEMENTARY SCHOOL	SHERRY LYN S. DULALAS
4	CABAWAN ELEMENTARY SCHOOL	ANNA MAE C. BELLEZAS
5	CITY EAST ELEMENTARY SCHOOL	JAN IRIS JANE T. BAUGBOG
6	COGON ELEMENTARY SCHOOL	JAMES CARLO C. CUANAG
7	DAMPAS ELEMENTARY SCHOOL	RETCHEL T. SUMAMPOG
8	DAO ELEMENTARY SCHOOL	FATIMA MELODY P. INGLES
9	EASTERN COGON ELEMENTARY SCHOOL	MARECYL D. MAR
10	MANGA ELEMENTARY SCHOOL	AIREEN T. CIRUELA JD
11	MANSASA ELEMENTARY SCHOOL	LAURA L. DOMINGO
12	SAN ISIDRO ELEMENTARY SCHOOL	MARY JUNE KAREN G. GELOMIO
13	TAGBILARAN CITY CENTRAL ELEMENTARY SCHOOL	ANANIAS J. SUMAYLO
14	TAGBILARAN CITY CENTRAL SCHOOL SPED CENTER	CESARIA JUDITH T. DIGAL
15	TALOTO ELEMENTARY SCHOOL	EASTER SUNDAY P. MUYCO
16	TIPTIP ES	GRACE A. RIOS
17	UBUJAN ELEMENTARY SCHOOL	MARICEL A. GALAN

	SECONDARY SCHOOLS	ADMINISTRATIVE OFFICER II
18	CITY OF TAGBILARAN NATIONAL HIGH SCHOOL	NICANOR S. CLAVICILLAS
19	COGON HIGH SCHOOL-EVENING CLASS	ANTONETTE OGUIS
20	DR. CECILIO PUTONG NATIONAL HIGH SCHOOL-SHS	HILARIA E. HORA
21	TAGBILARAN HIGH SCHOOL for the HEARING IMPAIRED	MAY JEAN E. CURIBA
22	MANGA NATIONAL HIGH SCHOOL	KARYL ANAFE P. MANLANGIT
23	MANSASA NATIONAL HIGH SCHOOL	RAQUEL M. ARABACA
24	SAN ISIDRO NATIONAL HIGH SCHOOL	JERELYN T. TUMABANG
25	TALOTO NATIONAL HIGH SCHOOL	RONILO B. CAÑEDO
26	TAGBILARAN CITY SCIENCE HIGH SCHOOL	DINAH A. BUSTAMANTE

	DIVISION OFFICE	POSITION TITLE
27	WILFREDA D. BONGALOS PhD, CESO V	Schools Division Superintendent
28	JOHN ARIEL A. LAGURA PhD	Asst. Schools Division Superintendent
29	AQUILINO T. MILAR JR PhD, JD	Administrative Officer V
30	BRENDALOU D. ARANCANA PhDM, JD, REA	Administrative Officer IV
31	JOANALLI O. INTIA	Administrative Officer II
32	MARIANNE P. CALIPES	Administrative Assistant III
33	ELAINIE C. CENTINO	Administrative Assistant III
34	MARIA MAXIMINA L. BABIANO	Administrative Assistant III