



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. 602, s. 2026

July 29, 2026

DESIGNATION AS TEMPORARY IN-CHARGE OF DIVISION PROVIDENT FUND

To : **BEVERLY S. BAGOLOS**
Administrative Assistant III

1. In view of the approved leave of absence of Angeli Faith V. Pascual, Secretariat Member of the Division Provident Fund on July 30 – August 23, 2026, you are designated as In-Charge of the Provident Fund starting on the above stated date and up until she resumes to duty.
2. Your task and functions are the following:
 - a) Process disbursement of loan applications.
 - b) Issue Clearance when requested.
 - c) Provide balance and/or computation of loan if requested.
3. This function will be in addition to your regular organic and other functions but with no additional remuneration. However, the experience shall provide you with valuable opportunities to gain further knowledge and enhance your skills in performing the responsibilities associated with the designation.
4. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/FINANCE/MTS/afvp



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