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
OSDS-2026-03

TO : **TINA AGNES BAGAIPO DUMAS**
Guidance Counselor III
Dr. Cecilio Putong National High School-JHS

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

SUBJECT : **DESIGNATION AS FOCAL PERSON FOR THE LEARNER WELLNESS OFFICE (LWO) IN THE SCHOOLS DIVISION OFFICE**

DATE : **November 26, 2026**

In the exigency of the service and to ensure the effective coordination, implementation, and monitoring of programs, projects, and activities concerning learner welfare and well-being, you are hereby designated as the **Focal Person for the Learner Wellness Office** of the Schools Division Office of Tagbilaran City, effective immediately.

In relation to this, you shall perform the following functions and responsibilities:

1. Coordinate with the concerned offices, schools, and other stakeholders on matters concerning learner wellness, welfare, and support services;
2. Facilitate the implementation, monitoring, and reporting of learner wellness programs, projects, and activities;
3. Provide assistance and coordinate appropriate interventions on learner-related concerns referred to the Learner Wellness Office;
4. Maintain relevant records, documents, and reports pertaining to learner wellness initiatives; and
5. Perform other related functions and responsibilities as may be directed by the Schools Division Superintendent.

Furthermore, you are directed to **report to the Schools Division Office every Wednesday, or as the need arises**.

This designation shall take effect immediately and shall remain in force until revoked or amended by a subsequent issuance.

This designation will not entitle you to any financial remuneration, however, this can help you gain more knowledge as school administrator.

For your information, guidance, and compliance.

WDB/ADMIN/atm

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