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

Office of the Schools Division Superintendent

November 16, 2026

DIVISION MEMORANDUM
OSDS-2026-200

To : **MAE CONCEPCION TEJANO,** Legal Assistant I

FOLLOW UP ON THE MEMORANDUM OF AGREEMENT TO SIGN – MEMORANDUM OF USUFRACT (COGON ELEMENTARY SCHOOL, BOOY ELEMENTARY, TALOTO NATIONAL HIGH SCHOOL)

1. You are hereby authorized to follow-up on the status of the Memorandum of Agreement to Sign – Memorandum of Usufruct (Cogon and Booy Elementary School and Taloto National High School on November 24, 2026, at Department of Education, Office of the Secretaries, Techzone Building, Makati City.

2. Travel expenses relative to the conduct of the said activity shall be charged against the Division MOOE/Local Funds, subject to the existing accounting and auditing rules and regulations.

3. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/LEGAL/MCT

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