



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
MLA-2021-OSDS- 004

TO : **Dr. John Ariel A. Lagura – CID Chief**
Dr. Beatriz C. Luga – SGOD Chief
Dr. Aquilino T. Milar Jr. – Administrative Officer V
(Mrs.) Michelle T. Sagaral – Accountant III
(Mrs.) Julie Ann Kristie A. Redillas – Budget Officer
(Mrs.) Jocelyn P. Cutin – Administrative Officer IV
(Mrs.) Marife C. Rallos – Cash & Supply Officer
(Mrs.) Brendalou D. Arancana – Administrative Officer II
Dr. Edgar A. Fernandez – Head Teacher, Tagbilaran City Central ES
(Mrs.) Gina E. Gamao – Administrative Officer II
Miss Maurine C. Castaño – Principal III, Dr. Cecilio Putong NHS
(Mrs.) Melany T. Buntag – Administrative Officer IV, DCPNHS
(Mrs.) Hilaria E. Hora – Administrative Officer II, DCPNHS
Dr. Ma. Antonette P. Dugang – Principal II, City East ES
(Mrs.) Marecyl A. Diacamos – Admin Officer II, City East ES
Dr. Elisa B. Geagonia – Principal II, Cogon ES
Miss Raquel M. Arabaca – Administrative Officer II
(Mrs.) Evangeline I. Canda – Principal II, Ubujan ES
Miss Retchel T. Sumampong – Administrative Officer II
(Mrs.) Concepcion I. Gallentes – Principal I, Dao ES
(Mrs.) Grace A. Rios – Administrative Officer II
Dr. Basilides M. Sempron – Principal II, Manga ES
(Mrs.) Aireen Ciruela – Administrative Officer II

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent

SUBJECT : **ORIENTATION ON THE REVISED SIGNING AUTHORITIES FOR
ADMINISTRATIVE AND FINANCIAL MATTERS IN THE DEPART-
MENT OF EDUCATION**

DATE : **January 7, 2021**

1. You are hereby directed to attend the **Orientation on the Revised Signing Authorities for Administrative and Financial Matters in the Department of Education** as stipulated in DepEd Order No. 002, s. 2021 on **January 11, 2021 at 9:00 o'clock in the morning** at **Tagbilaran City Central Elementary School Library**. This is pursuant to the provisions of Republic Act No. 11032 otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations*.



Address: Rajah Sikatuna Avenue, Dampas, Tagbilaran City, 6300 Bohol
Telephone Nos.: (038) 427-1702; (038) 422-8177; (038) 427-6718; (038) 544-2147
Email Address: tagbilarancity.division@deped.gov.ph

2. RA 11032 was adopted to **promote integrity and accountability in government service, foster proper management of public affairs and public property, establish practices aimed at the efficient turnaround in the delivery of government services, and prevent graft and corruption in government.**
3. Participants must strictly adhere to the health standard protocols set by the Department of Health (DOH) and Inter-Agency Task Force (IATF) by observing social distancing and wearing safety face mask or face shield.
4. Expenses for meals and snacks shall be charged to Division MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of, and compliance with this Memorandum is directed.

JIAL/MKP/ADMIN/atm



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