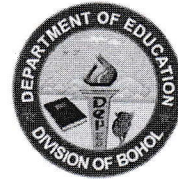




Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



August 7, 2018

OFFICE MEMORANDUM

TO: **Alfreda Racho** **Merlino Acebes** **Chona Tigbas**
 Jocelyn Laguna **Frederick Dagapio** **Kim Sevcik**
 Jessica Alcalá **Ronald Bayot** **Nelson Lagapa**
 Jocelyn Sasan **Gemma Calacar** **Paul Cubay**
 Paul Cubay **Janette Tumada** **Ray Marvin Lambus**

FROM: **DR. NIMFA D. BONGO, CESO V**
 Schools Division Superintendent

RE: **FINALIZATION OF THE CONSTITUTION AND BY-LAWS AND ITS
REGISTRATION TO THE SECURITIES & EXCHANGE COMMISSION
(SEC) OF THE BOHOL SCHOOL PAPER ADVISERS ASSOCIATION**

The following school paper advisers are directed to report to the BPSTEA building, Tamblot St., Tagbilaran City on **September 18, 2018 at 1:00p.m.** to finalize the constitution and by-laws of the Bohol Association of School Paper Advisers and its compliance to the Securities & Exchange Commission (SECS).

Travelling expenses are chargeable against school paper funds while food and snacks shall be charged to the association funds subject to the usual COA accounting and auditing rules and regulations.

For proper dissemination and compliance


NIMFA D. BONGO, Ed.D., CESO V
Schools Division Superintendent