



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

May 17, 2021  
May 17, 2021

DIVISION MEMORANDUM  
No. 298, Series 2021

**Development of Contextualized Operations Manual in the Promotion of Teachers, School Heads,  
and Non-Teaching Personnel (series 3)**

**TO:** Assistant Schools Division Superintendents  
Chiefs- CID and SGOD Functional Divisions  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Others Concerned

1. In a study conducted at the Development Academy of the Philippines (DAP), one of the causes of emotional and psychological problems among DepEd teachers and administrators is with regard to slow promotion process. Some of the respondents in the study revealed that they are not aware on the needed documents to support their activities worthy to be part of the considerations in the promotion processes.
2. **Project MaRENS' TWG Members** were able to produce **TABANG (Technical Assistance Based on Actual National Guidelines)**, an operations manual to provide appropriate documents to serve as guide among teachers, and other non-teaching personnel in SDO Bohol in the pursuit of professional and personal growth.
3. The activity to present **TABANG**, to PSDSs, HRMPSB Committee, Chiefs, ASDSs, and SDS is scheduled at Bohol Bee Farm, Dausi, Bohol, on May 24-25, 2021
4. Attached herewith is the list of participants on the said presentation of **TABANG**. Travelling and other incidental expenses incurred relative to the participation of the said activity is chargeable to school/division MOOE and other local fund source available, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum will serve as **TRAVEL ORDER**
6. Immediate dissemination is expected.

*[Signature]*  
**BIANITO A. DAGATAN, EdD., CESO V**  
Schools Division Superintendent  
5-17-21 *[Signature]*



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Attachment to Division Memorandum No. 298 . S. 2021

<b>Participants</b>	<b>Number of Participants</b>
Project MaRENS TWG Members	16
Public Schools District Supervisors	54 (2 PSDSs are TWG Members)
Videographers	3
HRMPSB Committee	10
Chiefs	2
Office of the ASDSs	2 (1 ASDS is HRMPSB Member)
Office of the SDS	2 (1 OSDS staff is a TWG Member)
<b>Total Number of Pax</b>	<b>89</b>



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