



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 13, 2025

DIVISION MEMORANDUM

OSDS/CID/SGOD-2025- 09

To: Ma. Robilla O. Espejo – Principal, Biking TVHS
Alvin Hontucan - ADAS II, Biking TVHS
Alvin Tenio - ADAS III, Biking TVHS
Marion Gapas - ADAS III, Biking TVHS
Kristine Dior Virador – ADAS II, Biking TVHS

**NOTICE TO CONVENE FOR THE ENCODING OF WORK AND FINANACIAL PLAN IN
THE PMIS OF THE PILOT IMPLEMENTING UNIT (BIKING TVHS)**

1. In relation to the Regional Memorandum no. 726, s. 2024, Program Management Information System (PMIS) School Roll-out, the identified personnel of the pilot school (Biking Tech. Voc. HS) are hereby directed to convene for the encoding of their Work and Financial Plan in the PMIS, on Friday, January 17, 2025, 8:00 AM, at SGOD Office.
2. The participants are requested to bring laptops, school PPMP/WFP and copy of their NEP/GAA.
3. Applicable daily travel expenses of attendees shall be charged against their school MOOE subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as the TRAVEL ORDER.
5. For immediate dissemination and strict compliance.


FAY C. LUAREZ EdD, PhD TM, CESO VI
OIC - Schools Division Superintendent

CPC/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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