



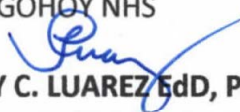
Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-81

TO : DIMIAO NATIONAL HIGH SCHOOL  
DAUIS NATIONAL HIGH SCHOOL  
KATIPUNAN NHS- CARMEN 3  
DAGOHOY NHS

FROM :  **FAY C. LUAREZ EdD, PhD, TM, CESO VI**  
Schools Division Superintendent

SUBJECT : **PARTICIPATION TO THE SUPREME SECONDARY LEARNER  
GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**

DATE : **AUGUST 7, 2025**

1. This is relative to the Regional Memorandum no. 0752 titled Announcing the New Schedule on the conduct of the Supreme Secondary Learner Government Legal and Administrative Writing Workshop where student leaders from your school are selected to attend as participants from the Division of Bohol.
2. Please be advised that our date and time of travel will be @ 6:00am on August 8, 2025 to Cebu city via Tagbilaran City and return to Tagbilaran City will be on August 9, 2025 @4:20pm from Cebu City.
3. Teacher-advisers/chaperones are requested to accompany the student leaders from school to Tagbilaran City Pier on August 8, 2025 and meet the student leaders at the same pier on August 9, 2025 around 6:00PM.
4. Daily Travel Expenses incurred by the accompanying teacher-adviser/chaperon in sending off and fetching the student leaders upon return from Cebu City shall be charged to school MOOE/Local Funds subject to the usual accounting rules and regulations.
5. This will serve as your Travel Order. Attached also is a copy of the Travel Order of the selected Student Leaders.
6. For your guidance and compliance.



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **0752** s. 2025

29 JUL 2025

**ANNOUNCING THE NEW SCHEDULE OF THE SUPREME SECONDARY LEARNER  
GOVERNMENT LEGAL AND ADMINISTRATIVE WRITING WORKSHOP**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This has reference to the Regional Memorandum No. 0726 s. 2025, titled Advisory on the Conduct of Supreme Secondary Learner Government Legal and Administrative Writing Workshop.
2. This Office hereby announces the **new schedule** for the Supreme Secondary Learner Government Legal and Administrative Writing Workshop on **August 8-9, 2025**.
3. All personnel shall be granted Compensatory Time-Off (CTO) for their participation on days rendered on weekends and holidays in accordance with CSC and DBM Joint Circular No. 2, s. 2004.
4. All learner participants are required to **resubmit on July 31, 2025 (Thursday)** the Notice of Confirmation, signed Parental Consent & Waiver Form, and Learner Consent with the **updated date of activity**.
5. All other provisions of the said Memorandum will remain in effect.
6. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

STJ/FYA/ESSD/TTP/jpj



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639773295904 local 700

DepEd Tayo Region VII

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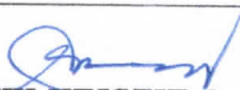


Republic of the Philippines/  
**Department of Education**  
 Region VII – CENTRAL VISAYAS, Manila  
**SCHOOLS DIVISION OF BOHOL**

**ANNEX A**

No.

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

NAME	JANELLA MARIE Q. MAGSAYO, ROSE MARIE J. PEPÉ, EUNICE G. ALCULAR, GLAIZA L. PLANOS, ANGELETTE A. REMOLADOR
Position/ Designation	DFSSSLG, YFC
Permanent Station	Dimiao NHS, DAVIS NHS, Katipunan NHS-Carmen3, Dagohoy NHS, SGOD.
Purpose of Travel (must be supported by attachments)	Attendance to the conduct of Supreme Secondary Learner Government Legal and Administrative Writing Workshop.
Host of Activity	Regional Office 7
Inclusive Dates	August 8-9, 2025
Destination	Ecotech Center, Sudlon, Lahug, Cebu City
Fund Source	 <b>JULIE ANN KRISTIE A. REDILLAS</b> Division Budget Officer
SDO MOOC	

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

**MARINA H. BERNASOR**

Name and Signature of Requesting Employee

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

**EDUARDO A. OMPAD PhD, CESE**

Name and Signature of Recommending Authority

Date

**APPROVED**

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

Date



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 Email Address: deped.bohol@deped.gov.ph

