



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

**Office of the Schools
Division Superintendent**

October 17, 2025

DIVISION MEMORANDUM
OSDS – 2025 - 113

To: Division Accountant
CPG PSDS
CPG Selected School Heads
CPG Senior Bookkeepers
All Others Concerned

NOTICE TO CONVENE WITH SELECTED DEPED PERSONNEL

1. This Office hereby issues this **Notice to Convene** to the personnel listed below for the purpose of **settling the change of bank signatories**. The meeting will be held on **October 21, 2025 (Tuesday), from 1:00 PM to 3:00 PM**, at the **Office of the Division Accountant**.

Kindly **bring the following documents/items** during the meeting:

- Laptop (if available)
- All records related to Change of Signatories
- Checkbooks and bank statements

District	PSDS	Name of School	School Head	Administrative Officer II	Administrative Assistant III
Pres. CPG	Davilin B. Cuanan, EdD	Aguining ES	Lino T. Boyonas	Ma. Fritzie A. Lungay	Janet Galupo
		Basiao ES	Marife T. Cadelina		Joan Barientos
		Campamanog SHS	Teofilo S. Cutor		Christopher Arancon
		Campamanog JHS			Glenda Salvacion (SDO Personnel)
		Lapinig ES	Teodora E. Daitol		

2. The Public Schools District Supervisors (PSDS), Senior Bookkeepers and Administrative Officer II may claim travel expenses chargeable to Division Office funds, while the School Heads shall charge their applicable daily travel expenses to their respective School MOOE, subject to the usual accounting and auditing rules and regulations.
3. This memorandum serves as **TRAVEL ORDER**.



Deped Tayo Bohol Division

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4. For immediate, wide dissemination and strict implementation.


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

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



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