



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

**Office of the Schools  
Division Superintendent**

October 23, 2025

**DIVISION MEMORANDUM**  
OSDS - 2025 - 120

To: Division Accountant,  
Legal Officer  
Admin Officer  
LOAY PSDS  
LOAY Senior Bookkeeper  
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 **discussing concerns relative to MOOE liquidation and related financial requirements**. The meeting will be held on **November 10, 2025 (Monday), from 1:00 PM to 3:00 PM**, at the **SDO Bohol-Conference Room**.

SDO Personnel			ADAS III	IAS	
	Gabina Ladaran- Accountant Atty. Jessie Fuentes- Legal Officer Fermin Albutra- AO V			Bless Dagondon	Liza Cresencio Jeberly Lopus Lorna Piquero Juliet Dumapias
District	PSDS	School Heads	Administrative Officer II	Administrative Assistant III	Contract of Service
Loay District	Antonia S.Ranario PhD	Arlene S. Felisilda Maria Cecilia G. Lozada Feliciana A. Januhan Emilda C. Balbin Temoteo P. Montoyo Edsil C. Lawagon Rachel Igalinos	Marilyn Jhasmin Mahinay Alodia Calunsag Stephen Sabania Maricel.Wate Ramon B.Solis III	Mary Leizle B. Aljo	Anerose P. Danie Marniel Jay R. Bagnol Christine Jane A. Luzon John Karl C. Banaag Lea M. Bantugan Rozel Kate S. Rasonabe James Paulo Sabania Aiza Nogalada



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		Feliciano A. Januhan			
		Luisa B. Datoy			
		Nilo P. Solis			
		Gedion A. Tejano			
		Fely A. Pamaylaon			
		Glicerio T. Raya			
		Francisca a. Rabon			

2. The Public Schools District Supervisors (PSDS), School Heads and Senior Bookkeeper may claim travel expenses chargeable to Division Office funds, while the Administrative Officer II and COS 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**.
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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