



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

Office of the Schools Division  
Superintendent

January 7, 2026

**DIVISION MEMORANDUM**  
OSDS – 2026 - 03

To: Division Accountant  
Admin Officer  
Selected IU Schools Schools Heads  
Selected IU Senior Bookkeepers  
Selected IU Disbursing Officers  
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 MDS account handling and related financial requirements. The meeting will be held on January 9, 2026 (Friday), from 1:00 PM to 5:00 PM, at the SDO Bohol-Conference Room.

SCHOOL	SCHOOL HEAD	SENIOR BOOKKEEPER	DISBURSING OFFICERS
Union NHS	Junvic B. Handugan	Chella Mae Garan	Leah M. Tesio
Ubay NSHS	Rosalinda Butcon	Teresita Calonia	
Tabalong NHS	Nicetas Fudolin	Mary June Karen Gelomio	Maristel Q. Apit
Bilar NHS	Felicidad S. Alipe	Cornelia Ladaran	
Clarin NSF	Artan Coscos	Cheryl Jala	
Inabanga HS	Bobette Cortes	Rena Piezas	Judelyn B. Lamban
Southern Inabanga NHS		Judelyn Jimenez	
Campao Oriental NHS	Ruel G. Agudo		Lorelie Torrejos
Zosimo A. Gutle MNHS	Barbara Comendador	Rosemarie C. Evardo	

2. The applicable DTE and traveling expenses are chargeable against 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 V  
Schools Division Superintendent 