

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran



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**Office Memorandum:**

To: Education Supervisors/Division Coordinators  
Schools District Supervisors/Coordinating Principals  
Section Heads & Non-teaching personnel in the Division Office

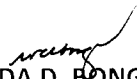
From: **Wilfreda D. Bongalos, Ph.D.**  
OIC, Office of the Schools Division Superintendent

Date: October 8, 2013

**Subject: Division Office Personnel Team Building Activity**

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1. As agreed during the meeting of all Division Office Supervisors & Section Heads, there will be capability building activities geared towards enhancing oneself. This activity is to foster awareness of the team spirit and to reinforce commitment to the organization's work environment. Moreover, it aims to develop strong interpersonal relationships which help to bond the personnel closer together and encourage individual team members to cooperate, interact and integrate skills into a united effort so that each individual's goal achievement is ultimately connected towards the improvement and attainment of the goals of the organization.
2. Part of the activity is the Mangrove Tree Planting along the seashores at the back of Anda Central Elementary School. The mangrove tree you have planted today is the first step to ensure that we can enjoy abundant fish productions and clean ocean in the future.
3. Participants to this team building activity are all division office employees including medical and health personnel on October 11, 2013 at Anda District, Anda, Bohol.
4. Transportation, lunch, snacks and other incidental expenses relative to this activity are chargeable against MOOE Funds subject to the usual accounting rules and procedures.
5. Office transactions on Friday, October 11, 2013 shall be suspended. Regular Office activity shall resume on Monday, October 14, 2013.
6. All employees are advised to bring their own food for breakfast considering that the venue is quite far from the City.
7. Transportation will be provided from and to the venue. Assembly area in Division Office is @ 5:00 to 6:00 a.m. The group will proceed to Anda @ 6:00-6:30 a.m.
8. Please be guided accordingly.

  
**WILFREDA D. BONGALOS, Ph.D.**  
Officer-In-Charge

Office of the Schools Division Superintendent