



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

27 Jul 2022

DIVISION MEMORANDUM
NO. 324 s. 2022

**TURNOVER AND INSTALLATION OF SCHOOL HEADS
FOR SCHOOL YEAR 2022-2023**

To: **OIC-Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. Pursuant to the provisions of Republic Act 9155 otherwise known as the Governance of Basic Education Act of 2001 and DepEd Order No. 7, s. 1999, this Office announces the Reshuffling of School Heads effective August 1, 2022.
2. Guided by the thrust to continuously improve the performance of the schools in terms of quality outputs, this action is hereby taken by the schools division office. This is also to ensure that a fresh air of leadership is experienced in schools and will further result to the expansion of leadership horizon among the school leaders.
3. Enclosed is the Schedule for the Turnover and Installation Ceremony, the Division Installation Team, Expected Participants and the Suggested Program Flow during the activity.
4. This Office reiterates that it strictly and continuously adheres to the Equal Opportunity Principle (EOP) in all the steps being undertaken for this activity. Hence, all decisions and actions are based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

DESIGNATION SCHOOL HEADS TRANSFER



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: <http://depedelsalvadorcity.net> | Email: elsalvador.city@deped.gov.ph



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SCHEDULE FOR THE TURNOVER AND INSTALLATION OF SCHOOL HEADS

August 1, 2022 – Monday			
<i>Time</i>	<i>School</i>	<i>Incumbent School Head</i>	<i>Incoming School Head/s</i>
10:00 AM	San Francisco de Asis ES	Zigger E. Villahermosa	Jigger M. Tomarong
	San Francisco de Asis NHS	Salvador T. Bendijo II	Mark Anthony G. Arrieta
1:30 PM	El Salvador City NHS	Rebecca B. Namoc	Nemelie P. Ral Richard A. Sabellano (<i>Asst.</i>)
2:45 PM	Hinigdaan NHS	Richard A. Sabellano	Rebecca B. Namoc
3:45 PM	Hinigdaan ES	Dr. Jessica Marie B. Ramos	Dr. Analyn G. Fabria

August 2, 2022 – Tuesday			
<i>Time</i>	<i>School</i>	<i>Incumbent School Head</i>	<i>Incoming School Head/s</i>
8:30 AM	Molugan CS	Charlotte J. Ytang	Ian Khay H. Castro
	*Badiangon ES	-	Charlotte J. Ytang
10:00 AM	Amoros ES	Ian Khay H. Castro	Sammy Tres S. Reyes
11:00 AM	Sambulawan ES	Sammy Tres S. Reyes	Rosemarie U. Saguing
	Sambulawan NHS	Raphy B. Buma-at	John Franklin C. Dresser
1:00 PM	Sinaloc NHS	Chuchie A. Quiring	Raphy B. Buma-at
	Sinaloc ES	Dr. Analyn G. Fabria	Dr. Ma. Lou Lea C. Nob
3:00 PM	Cogon NHS	Marivic S. Torres	Chuchie A. Quiring
4:00 PM	Bolisong ES	Dr. Ma. Lou Lea C. Nob	Letecia O. Pagayon

August 3, 2022 - Wednesday			
<i>Time</i>	<i>School</i>	<i>Incumbent School Head/s</i>	<i>Incoming School Head/s</i>
8:30 AM	Taytay ES	Jackeline L. Ocon	Roger E. Pagayon
9:30 AM	Himaya ES	Rosemarie U. Saguing	Jovel C. Labis
	Himaya NHS	Dr. Doreen P. Martinez	Salvador T. Bendijo II
10:30 AM	Ulaliman ES	Letecia O. Pagayon	Zigger E. Villahermosa
11:30 AM	Pedro Sa Baculio ES	Roger E. Pagayon	Helen S. Palasan
1:00 PM	Cogon ES	Helen S. Palasan	Jackeline L. Ocon
3:00 PM	Kibonbon ES	Jovel C. Labis	Dr. Jessica Marie B. Ramos

August 4, 2022 - Thursday			
<i>Time</i>	<i>School</i>	<i>Incumbent School Head</i>	<i>Incoming School Head/s</i>
8:30 AM	Molugan NHS	Nemelie P. Ral	Marivic S. Torres
10:00 AM	El Salvador City CS	Mariel B. Ubaub	Dr. Melanie M. Ligutom
11:00 AM	Kalabaylabay IS	Dr. Melanie M. Ligutom	Dr. Doreen P. Martinez Lolito D. Bejiga (<i>Asst.</i>)





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TURNOVER AND INSTALLATION OF SCHOOL HEADS

August 1-4, 2022

INSTALLATION TEAM

Dr. Olga C. Alonsabe, CESO V	- Schools Division Superintendent
Dionesio L. Liwagon, Jr., CESE	- OIC-ASDS
Dr. Rolly B. Labis	- Chief ES, SGOD
Dr. Ninian A. Alcasid	- Chief ES, CID
Jeffrey M. Martinez, JD	- Administrative Officer V
Kevin B. Asequia	- Planning Officer III

EXPECTED PARTICIPANTS

Punong Barangay or his/her representative
Education Committee (EdCom) Chairman
PTA President/Representative
Teachers
EPS/TAP (in their respective schools assigned)

SUGGESTED PROGRAM FLOW

Prayer	- Spoken/ AVP
Welcome Message	- OIC-ASDS
Turnover Ceremony	- Outgoing School Head
Short Introduction of the Incoming School Head	- SGOD Chief
Installation Proper and Message	- Schools Division Superintendent
Acceptance	- Incoming School Head
Message of Support	- Punong Barangay/EdCom Chair/Representative - PTA President/Representative
Photo Opportunity	

