



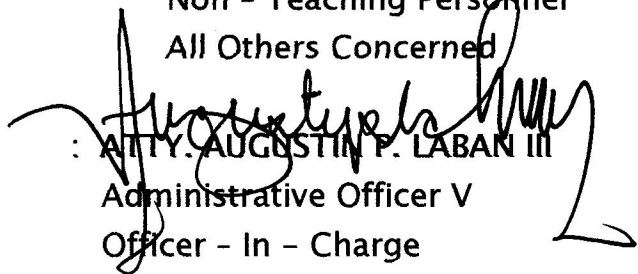
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 Upper Session Road, Military Cut-Off, Baguio City
 Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 170, s. 2012

To : All Division Promotional Staff
 Public Schools District Supervisors
 Secondary School Principals
 Elementary School Principals
 Head Teachers
 Teachers - In - Charge
 Elementary School Teachers
 Non - Teaching Personnel
 All Others Concerned

From : 
 ATTY. AUGUSTIN P. LABAN III
 Administrative Officer V
 Officer - In - Charge

Subject : ASSIGNMENT/REASSIGNMENT OF ELEMENTARY SCHOOL PRINCIPALS, HEAD TEACHERS, AND SECONDARY SCHOOL HEAD TEACHERS

Date : 28 December 2012

1. Due to promotion of Dr. Benita B. Eleponga to PSDS, the vacancy at Baguio City Special Education Center, and taking into consideration the release of the 2013 school funds and the prohibited acts in connection with the May 13, 2013 National and Local Elections, there is a need to assign and/or reassign school heads effective January 7, 2013, as follows:

NAME OF PRINCIPAL/HEAD TEACHER	CURRENT SCHOOL ASSIGNMENT	NEW SCHOOL ASSIGNMENT
1. Rufina A. Suanding	Brookspoint Elementary School	San Luis Elementary School
2. Elizabeth Espinosa	Crystal Cave Elementary School	Adiwang Elementary School
3. Sosimo B. Leal	BCNHS - Rizal Annex	Sto. Tomas Elementary School

4. Danilo P. Gayao	Joaquin Smith National High School	Brookspoint Primary School
5. Augusto Gayo	Adiwang Elementary School	Quirino Hill Elementary School
6. Marie Sillatoc	Sto. Tomas Elementary School	Crystal Cave Elementary School
7. Teodora Botis	Springhills Elementary School	Laurel Elementary School
8. Juliet Mamaril	San Luis Elementary School	Don Mariano Elementary School
9. David G. Mendoza	Fort del Pilar Elementary School	Dontogan Elementary School
10. Julia L. Ladiong	Don Mariano Elementary School	Fort del Pilar Elementary School
11. Proserpina M. Estacio	Dontogan Elementary School	Quezon Hill Elementary School
12. Niño Tibanggay	Quirino Hill Elementary School	Baguio SPED Center
13. Leticia A. Hidalgo	Quezon Hill Elementary School	Josefa Cariño Elementary School
14. Marilyn Dailay	Laurel Elementary School	Springhills Elementary School

2. It is understood that the above head teachers whose appointment to principal items has not yet been approved, they shall report to their respective schools as **HEAD TEACHERS-IN-CHARGE**, until they have finally received their appointments as elementary school principals.
3. It is enjoined that the all of the above - mentioned must submit their respective school, division, and city clearances to the Division Office on or before January 7, 2013. The District Supervisors are in charge for the orderly turn-over of responsibilities (documentary, property, and financial accountabilities) from the previous school heads to the incoming school heads.
4. Immediate dissemination of this Memorandum, strict compliance and cooperation of all concerned are enjoined.

