



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. 109, s. 2013

To : All Division Promotional Staff
Public Schools District Supervisors
Secondary School Principals
Head Teachers/Department Heads
Secondary School Teachers
Non - Teaching Personnel
All Others Concerned

From : ESTELA LEON - CARIÑO, CESO V
Schools Division Superintendent

Subject : MOVEMENT OF SCHOOL HEADS AND ASSIGNMENT OF TEACHER -
IN - CHARGE AT HAPPY HALLOW ELEMENTARY SCHOOL

Date : 16 August 2013

1. This is to inform the field of the following movements of some elementary school heads and the designation of a teacher - in - charge at Happy Hallow Elementary School effective August 27, 2013:

NAME OF PRINCIPAL/TEACHER	POSITION	NEW SCHOOL ASSIGNMENT
1. Ellen F. Grande	Master Teacher I/TIC	Happy Hallow Elementary School
2. Amalia K. Micklay	Principal II	Rizal Elementary School
3. Brendalee A. Celino	Principal II	Alfonso Tabora Elementary School

2. 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 August 27, 2013. It is expected that smooth and orderly turnover of responsibilities (documentary, property, and financial accountabilities) be accorded to the above - named incoming school heads by the previous school heads or administrators.
3. Immediate dissemination of this Memorandum is enjoined.