



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

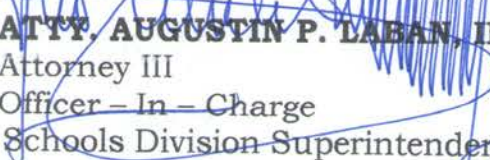


**DEPTED BAGUIO CITY**  
 OCT 11 2016  
**RELEASED**

**DIVISION MEMORANDUM**

No. 324, s. 2016

To : All Division Chiefs;  
 Education Program Supervisors  
 Public Schools District Supervisors;  
 Public Secondary School Heads;  
 Public Elementary School Heads;  
 Head Teachers/Department Heads;  
 Secondary School Teachers;  
 Non – Teaching Personnel;  
 Parents and pupils; and  
 All Others Concerned

From :   
**ATTY. AUGUSTIN P. LABAN, III**  
 Attorney III  
 Officer – In – Charge  
 Schools Division Superintendent

Subject : **MOVEMENT OF SCHOOL HEADS FOR PUBLIC SECONDARY SCHOOLS**

Date : October 7, 2016

1. In view of the vacancies created by former public secondary schools heads and the appointment of Head Teacher I items which are station specific including the school heads to go to their own assigned station as per plantilla, the following are the movement of school heads and assignment effective **October 10, 2016**:

NAME OF PRINCIPAL/TEACHER	POSITION	CURRENT SCHOOL ASSIGNMENT	NEW ASSIGNMENT
1. Jayrerose S. Guevara	PI	Rizal National High School	Roxas National High School
2. Lucia Casim	PI	San Vicente National High School	Guisad Valley National High School
3. Ma. Lourdes B. Dumpayan	PI	Pinget National High School	Pinsao National High School
4. Rosalia A. Ocyaden	Assistant Principal II	Stand Alone Senior High School	San Vicente National High School
5. Rey D. Gapasin	HT I	Pines City National High School	San Vicente National High School

6. Leonardo T. Zambrano	Assistant Principal II	Guisad Valley National High School	Pinget National High School
7. Jason W. Pascaden	HT I	Magsaysay National High School	Pinget National High School
8. Brenda M. Cariño	P III	Guisad Valley National High School	Irisan National High School
9. Ma. Joan D. Andayan	P I	Mil an National High School	Magsaysay National High School
10. Whitney A. Dawayen	P I	Irisan National High School	Mil an National High School
11. Virginia C. Alindayo	Assistant Principal II	Baguio City High School	Sto. Tomas National High School
12. Danny L. Marquez	HT I	Pines City National High School	Sto. Tomas National High School
13. Jesusa R. Yadao	HT I	Pinsao National High School	Bakakeng National High School
14. Lilian P. Pagulongan	EPS	Roxas National High School	Rizal National High School
15. Jenelyn J. Agayo	HT I	Irisan National High School	Rizal National High School
16. Mary Jane N. Malihod	HT I	Baguio City High School	Happy Hallow National High School
17. Grace M. Domingo	HT I	Roxas National High School	Lindawan National High School

2. It is enjoined that the all of the above – mentioned school heads and head teachers should submit their respective school and division clearances to the Division Office on or before October 17, 2016.
3. The Division Chiefs and district supervisors are requested to assist in the smooth transition and orderly turnover of responsibilities (documentary, property, and financial accountabilities) to the incoming school heads by the previous school heads.
4. Teachers are hereby requested to give their utmost cooperation to the incoming school heads.
5. Immediate dissemination of this Memorandum, strict compliance, and cooperation of all concerned are enjoined.