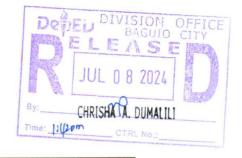


Republic of the Philippines

Department of Education CORDILLERA ADMINISTRATIVE REGION

SCHOOLS DIVISION OF BAGUIO CITY



July 5, 2024

DIVISION MEMORANDUM No.3 7 5 - 2 0 2 4

REASSIGNMENT OF PUBLIC SCHOOL HEADS AND DESIGNATION OF TEACHER-IN-CHARGE AT THE ELEMENTARY LEVEL

Chief Education Supervisors To:

Public Schools District Supervisors

Public School Heads

Teaching and Non-Teaching Personnel

All Others Concerned

In the exigency of the service, and due to the lack of a principal to head two elementary schools, this Office hereby announces the reassignment/designation of the following school heads/head teacher, effective July 22, 2024:

| NAME | POSITION | SCHOOL ASSIGNMENT | |
|-----------------------------------|----------------|----------------------------|-----------------------------|
| | | FROM | ТО |
| Sharon Christianie R. Castillo | Principal III | Bonifacio ES | Fort del Pilar ES |
| Teodora B. Botis | Principal II | Dona Aurora H. Bueno ES | Manuel A. Roxas ES |
| Juliet R. Mamaril | Principal II | Manuel A. Roxas ES | Bonifacio ES |
| Ellen F. Grande | Principal I | Fort del Pilar ES | San Carlos Heights ES |
| Florida F. Cael | Principal I | Magsaysay ES | Dona Aurora H. Bueno ES |
| Jeannette T. Lacana | Principal I | Jose P. Laurel ES | Magsaysay ES |
| Octavia M. Pedro | Principal I | Brookspoint ES | Dona Nicasia J. Puyat ES |
| Jerry D. Walsiyen | Principal I | Lindawan ES | Jose P. Laurel ES |
| Benjie-Melchor L. Nicolas | Head Teacher I | Irisan NHS | Lindawan ES |

- It is requested that the aforementioned personnel submit their clearance (School, Division, City) to the Division Human Resource Management Officer, Ms. Ma. Louella C. Moncada, on or before July 22, 2024.
- The Public Schools District Supervisors are requested to assist in the smooth transition and orderly turnover of responsibilities from the previous school heads to the incoming school heads.
- Teachers and non-teaching personnel are hereby requested to give their utmost cooperation to the incoming school heads.
- 5. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI

Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent

OSDS/AS/nde



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