



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



July 5, 2024

DIVISION MEMORANDUM

No. **375-2024**

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

To: Chief Education Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

1. 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	TO
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

2. 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.

3. 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.

4. 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