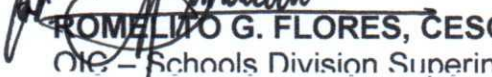




**DIVISION MEMORANDUM**

No. 61, s. 2017

To: **Chiefs, CID and SGOD**  
**Education Program Supervisors**  
**Cluster Heads**  
**Elementary and Secondary School Heads**  
Both Public and Private  
This Division

FROM:   
**ROMELITO G. FLORES, CESO VI**  
OIC – Schools Division Superintendent

SUBJECT: **CONDUCT OF INSTALLATION AND TURN – OVER CEREMONIES**

DATE: June 27, 2017

1. Relative to the re – assignment/transfer of Schools Division Officials, this is to inform the field of the conduct of the Installation and Turn – Over Ceremonies of the incoming Schools Division Superintendent Leonardo M. Balala, CESE and Assistant School Division Superintendent Levi B. Butihin and the outgoing Schools Division Superintendent Romelito G. Flores, CESO VI on June 30, 2017 at 9:00 o'clock in the morning at Angel's Place, Fernandez Subd., City of Tacurong. The ceremonies shall be spe
2. All Division Office personnel, school heads from both public and private schools, Local Government Unit officials and other stakeholders are requested to attend the said activity.
3. The expenses to be incurred during the installation and turn – over ceremonies shall be chargeable against the Division MOOE.
4. Further, all CID and SGOD members, Division Section Heads and school heads are requested to join the caravan during the send – off of the undersigned who is transferred to Kidapawan City Division on June 29, 2017. The assembly time will be at 7:00 o'clock in the morning in front of the Division Office. The travelling and other incidental expenses may be charged against local funds.
5. For the information and guidance of all concerned.