



DIVISION MEMORANDUM

No. 90, s. 2018

**TO: OIC – Asst. Schools Division Superintendent
 Chiefs, Curriculum Implementation and
 School Governance and Operations Divisions
 Education Program Supervisors
 Division Section Heads
 Cluster Heads
 Elementary and Secondary School Heads
 This Division**

**FROM: LEONARDO M. BALALA, CESE
 Schools Division Superintendent**

**SUBJECT: ASSIGNMENT AND RE – ASSIGNMENT OF SCHOOL ADMINISTRATORS
 FOR SCHOOL YEAR 2018 - 2019**

DATE: August 9, 2018

1. Consistent with the principles on effective and efficient management and supervision of schools and in the exigency of the service, this Office hereby announces the assignment and re – assignment of School Heads to various elementary and secondary schools for the School Year 2018 – 2019. The list of the new assignment is attached for the information and guidance of all teaching and non – teaching personnel in this Division.

2. Relative to this decision, all teachers/School Heads who are **re – assigned** are directed to:

2.a. coordinate with the Division Office Accounting Unit in order to secure clearance on MOOE liquidation and other downloaded funds to schools; and

2.b. endorse all issued property and other equipment to the School's Property Custodian for proper turn – over to the incoming administrator.

3. As such, all affected personnel are given one (1) week or until August 15, 2018 to comply with the above – stated conditions to ensure smooth and efficient transition. Such Clearance shall be submitted to the Human Resource Management Office.

4. In addition, the following School Heads are advised of this development:

Glenda Rose G. Yasin, HT II	Retained to New Isabela Central ES
Mary Lee Econg, HT I	Assigned to Elisa P. Bernardo MES – BEAM
Nenette P. Amboy, HT III	Retained to Abang – Suizo ES

5. With the foregoing, reporting to new station of the assigned/re – assigned school heads shall be on August 20, 2018 or after the 1st Quarter Assessment for the SY 2018 – 2019.

6. For the information and guidance of all concerned.



Republic of the Philippines
 Department of Education
 Region XII
CITY SCHOOLS DIVISION OF TACURONG
 City of Tacurong



ASSIGNMENT AND RE-ASSIGNMENT OF SCHOOL ADMINISTRATORS

I. ELEMENTARY

NO.	NAME OF SCHOOL	No. of Teachers	No. of Learners	PRINCIPAL	ASSISTANT PRINCIPAL	REMARKS
1	Tacurong Pilot Elementary School			MUYCO, Agnes	PRADO, Wilfredo ✓ CONEJAR, Wendy Lynn G. ✓	
2	New Isabela Central Elementary School			LAMINTAO, Ivy	ARADANAS, Jocelyn ✓ YASIN, Glenda Rose G.	
3	Kalandagan Elementary School			BARON, Regina		
4	J. Hector Lacson Elementary School			BACEA, Meresa		
5	Ma. Z. Bayya Elementary School			BELGIRA, Elvira		
1	Dr. Manuel Grifo Memorial Central School ✓			DELOS SANTOS, Melanie	WAMIL, Lilibeth I.	
2	Buenaflo Elementary School			GAURANA, Cristina		
3	Ma. A. Montilla Memorial Elementary School ✓			BRED, Rona	RENDON, Myrna A.	
4	New Lagao Elementary School ✓			TALLODAR, Samson ✓		
5	Abang-Suizo Elementary School ✓			HILARION, Mary Grace ✓		
6	San Antonio Elementary School ✓			CASTRO, Nancy		
1	Amado Fernandez Central Elementary School			BRAGA, Charlie ✓	AMBOY, Nenette ✓	
2	Pedragozo-Acosta Elementary School			VICTORIO, Ma. Bella ✓		
3	Tina Elementary School			DELA ROSA, Lorma		
4	San Emmanuel Elementary School			EROLPAN, Teofila ✓	ECONG, Mary Lee, HT-I ✓	
5	Casilda P. Venus Elementary School			BESONA, Anabel ✓		
6	San Rafael Elementary School			HABLERO, Alfredo		
7	Victorina P. Dasmarias Elementary School			BACONAJE, Joebert		
1	Josue-Alcasid CES ✓			ALESNA, Memvie L. ✓		
2	Upper Katungal Elementary School ✓			BATCHAR, Jeanilyn	OBANA, Pedlita ✓	
3	Rajah Muda Elementary School			PADILLO, Max Michael ✓		
4	Rajah Muda Elementary School (BEAM)			OCHINANG, Jackie A.		


5	Lourdes Pama Elementary School			AGON, Rodolfo		
6	Lancheta-Magallon Elementary School			PILOTOS, Joselito ✓		
7	Elisa P. Bernardo Memorial Elementary School			FORMACION, Ronnie ✓		
8	Elisa P. Bernardo Memorial Elementary School (BEAM)					

II. SECONDARY

NO.	NAME OF SCHOOL	PRINCIPAL	ASSISTANT PRINCIPAL
1	Apolinario S. Bernardo MNHS	FREDDIE D. DELANTAR ✓	
2	Rajah Muda National High School	JULIUS CELETARIA ✓	
3	San Emmanuel National High School	TERISITA H. ESCOBIA ✓	ELSA L. ABID
4	San Emmanuel National High School – Annex	RAMELYN G. USMAN ✓	
5	Tacurong National High School	ISABELITA R. DUADUA ✓	MA. TERESA R. ESTRIBA RONALD DELA PEÑA ✓ MARTIN I. DIAZ
6	Tacurong National High School – Upper Katungal	MILA F. ANCHETA ✓	
7	Virginia F. Griño Memorial National High School	LIGAYA A. CATEDRILLA ✓	CESAR Q. ANTOLIN ✓

ARLENE ROSA G. ARQUIZA
Chief, CID


MAYOR D. ROMUALDO
Chief, SGOD


LEVI B. BUTIHEN
OIC-ASDS

APPROVED:

LEONARDO BALALA, CESE
Schools Division Superintendent

Noted:


LINA G. MONTILLA
City Mayor