



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

Tax

DIVISION MEMORANDUM

SGOD No. 59, s. 2019

TO: *Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Division Section Heads
Principals – In – Charge
All Elementary and Secondary School Heads
This Division*

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

SUBJECT: **RE – ASSIGNMENT AND DESIGNATION OF SCHOOL
ADMINISTRATORS FOR SY 2019 - 2020**

DATE: August 22, 2019

1. Consistent with the principles of authority, responsibility and accountability in the management of schools and in the exigency of the service, this Office hereby announces the re – assignment and designation of school administrators, particularly in the secondary schools, for the school year 2019 – 2020. The hereunder list is purposely for the information of all teaching and non – teaching personnel in his Division:

Name	Position	Current Assignment	New Assignment
Ma. Teresita H. Escobia	Principal I	San Emmanuel National HS	Tacurong National HS
Martin I. Diaz	Principal I	Tacurong National HS	San Emmanuel National HS
Ronald D. Dela Peña	Master Teacher II – Assistant to the Principal (SHS Extension)	Tacurong National HS – SHS Extension	Tacurong National HS – Main Campus
Ma. Teresa R. Estriba	Master Teacher II – Assistant to the	Tacurong National HS	Tacurong National HS (SHS Extension)

	Principal (Main Campus)	(Main Campus)	
--	-------------------------	----------------	--

2. As such, all re - assigned administrators are advised to submit the clearance as regards financial and property obligations to the Administrative Officer V (Personnel) before reporting to the new station on September 2, 2019. This is to further advise the re – assigned school heads to endorse/turn – over all reports and documents, including School Improvement Plan (SIP) to the incoming Principal to ensure smooth transition of leadership.

3. For the information and guidance of all concerned.