

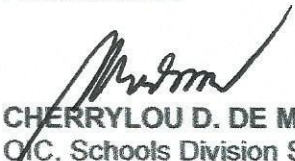


Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: PROMOTION, REASSIGNMENT AND NEW DESIGNATIONS OF
SCHOOL-BASED PERSONNEL

DATE: July 14, 2016

Please be informed of the reassignment of school heads and designation of newly-promoted principals and teacher-in-charge for both elementary and secondary schools:

MUNICIPALITY	NAME	NEW ASSIGNMENT	NATURE OF DEPLOYMENT
Alfonso	Perlita Villanueva	Lucsuhin National High School	Promotion
	Josefina P. Laza	Mangas ES	Special Assignment
	Emily Fariscal	Taywanak ES	Special Assignment
	Ma. Salome De Luna	Marahan ES	Special Assignment
Amadeo	Amy D. Perey	Halang Banay Banay ES	Promotion
	Elvira Ambagan	Amadeo ES	Transfer
	Perseveranda M. Isla	Mariano C. Anacay ES	Transfer
	Norielyn Narciso	Halang Banay Banay NHS	Promotion
	Ronalyn V. Ambion	Salaban ES	Special Assignment
	Liezel M. Bautista	Dagatan Elementary School	Special Assignment
	William A. Costelo	Tamakan Elementary School	Special Assignment
	Emeryn G. Deri	Talon ES	Special Assignment
	Gregoria Peña	Talon NHS	Promotion
	Rowena G. Ermita	Loma Elementary School	Promotion
Carmona	Irene Dela Cruz	Lantic Elementary School	Promotion
GEA	Josephine Gonzales	Castaños Elementary School	Transfer

	Elizabeth Mojica	Guyong-guyong ES	Transfer
	Haidee Lyn Malimban	Kaymisas ES	Special Assignment
	Andrea Dimapilis	Narvaez ES	Transfer
	Myra B. Malimban	Dao ES	Special Assignment
GMA	Gina Minardo	F. De Castro Elementary School	Transfer
Gen. Trias	Elizardo G. Diesta	Angel Bawalan Elementary School	Transfer
	Mary Ann Pascua	Luis Ferrer III Elementary School	Promotion
	Donah Jean S. Sales	Navarro Elementary School	Transfer
	Alvin Cadimas	Parklane Elementary School	Transfer
	Anicia P. Cupino	Pasong Kawayan II West Elementary School	Transfer
	Josenia S. Hernando	Santiago Elementary School	Promotion
	Maricel R. Brosas	Tapia ES	Special Assignment
	Mynalyn I. Quiacos	Pasong Kawayan II ES	Special Assignment
	Josephine Monzaga	Sunnybrooke Elementary School	Promotion
Indang	Gregoria S. Atas	Indang East Elementary School	Transfer
	Edward G. Nueva	Dr. Pio A. de Roda Elementary School	Transfer
	Rianette O. Ydia	Kaytapos ES	Special Assignment
	Gina C. Padua	Lumampong Balagbag ES	Special Assignment
	Lorena Custacio	Indang Central Elementary School	Transfer
	Shirley Suarez	Guyam Elementary School	Promotion
	Maria Edmilyn P. Ocampo	Guyam Munti ES	Special Assignment
	Leonilo S. Villa	Bancod ES	Special Assignment
Kawit	Joy Garcia	F. Ilano Elementary School	Promotion
	Bienvenida L. Pecina	Kaingen Poblacion Elementary School	Special Assignment
	Yolanda G. Orante	Tramo Elementary School	Transfer
	Flormina Aure	Binakayan National High School	Promotion
Magallanes	Shiela B. Bello	Baliwag Elementary Schol	Transfer
	Efren V. Bergado	Medina Elementary School	Transfer
	Cleta N. Bello	Ramirez Elementary School	Transfer
	Menviluz R. Mariano	Caluangan ES	Special Assignment
	Bibiana P. de Guia	Cabulusan ES	Special Assignment
Maragondon	Gemma A. Berganos	Mabato Elementary School	Transfer
	Virginia D. Esteron	Pantihan II Elementary School	Transfer

	Vilma A. De Guia	Bucal I ES	Special Assignment
	Mary Ann M. De Luna	Bucal IV ES	Special Assignment
	Arceli Petrasanta	Bucal National High School	Promotion
	Gina Bencito	Pulo ni Sara National High School	Transfer
Mendez	Agnes L. Cumabig	Galicia Elementary School	Transfer
	Isabelita R. Pereña	Gahitan Elementary School	Transfer
	Mary Knoll P. Viado	Palocpoc Elementary School	Transfer
Naic	Lolita R. Romen	Malainen Bago Elementary School	Transfer
	Raymunda Cailao	Naic Central School	Transfer
	Reycliel Nuestro	Mabulo Elementary School	Promotion
	Illuminada Lopez	Ibayo Elementary School	Transfer
	Adela Talactac	Naic Coastal National High School	Promotion
Rosario	Divina M. Cenizal	Bagbag I Elementary School	Transfer
Silang	Ma. Elizabeth C. Mira	Bliss Elementary School	Promotion
	Marieta C. Panilawon	Biga Elementary School	Promotion
	Vivian M. Ambat	Pulong Bunga Elementary School	Transfer
	Elena Bayan	Litlit Elementary School	Promotion
	Jocelyn Contreras	Silang West Elementary School	Promotion
	Victoria Luna	Tartaria Elementary School	Special Assignment
	Gina Marie Pinza	Ulat Elementary School	Promotion
	Petra Cabria	Iba Elementary School	Special Assignment
	Rosa Leila Belen	Batas Elementary School	Special Assignment
	Flordeliza Dela Rosa	Gen. Vito Belarmino National High School	Promotion
	Renier Claro	Kaong National High School	Promotion
Tagaytay	May Batuhan	Maharlika Elementary School	Promotion
	Ernesto F. Diloy	Maitim II Elementary School	Promotion
	Teresita R. Bagay	Carlos Batino Elementary School	Transfer
	Alma D. Otero	Sambong ES	Special Assignment
	Jeanette P. Olimpiada	Dapdap ES	Special Assignment
Tanza	Irene Geroy	Capipisa Elementary School	Promotion
	Felino Sidocon Jr.	Amaya Elementary School	Transfer
	Edna L. Alfaro	Sta. Cruz (Bucal) Elementary School	Transfer
Temate	Belinda B. Perez	San Juan ES	Special Assignment
	Rodelyn Mirandilla	Parang ES	Special Assignment

	Vilma Peliña	Ternate West National High School	Promotion
Trece Martires City	Herminia Diloy	Aguado Elementary School	Promotion
	Sonia Caballero	Aliang Elementary School	Transfer
	Margarita P. Espino	Palawit Elementary School	Transfer
	Luzviminda M. Belen	Trece Martires City Elementary School	Transfer
	Emerson Curioso	Conchu Elementary School	Promotion
	Amanda Erni	Osorio Elementary School	Promotion
	Diana G. Liveta	Kanggahan Elementary School	Promotion
	Salvador A. Espineli	De Ocampo Elementary School	Transfer
	Anna Marie S. Aranzano	Hugo Perez Elementary School	Promotion
	Basilisa R. Digma	Bagong Pook Elementary School	Promotion
	Joie Buendia	Lapidario Elementary School	Promotion
	Arceli Lucero	Southville Elementary School	Promotion

The schools of the above-mentioned personnel who are already serving as school heads shall be subjected to internal auditing by Division Senior Bookkeepers on or before July 15, 2016. This is a requirement to assume the new position effective July 25, 2016.

In addition, the outgoing school heads must invite the incoming school heads to a **transition meeting** on or before July 22, 2016 wherein the ongoing programs and projects and financial reports of MOOE, Special Education Fund, Canteen funds and PTA funds will be presented. Members of School Governance Council must attend.

Immediately after the transition meeting, simple turnover ceremony must be held.

For your information, guidance and strict compliance of all concerned.