

January 26, 2018

DIVISION MEMORANDUM
 NO. 032, s. 2018

**PROMOTION, REASSIGNMENT AND NEW DESIGNATIONS
 OF SELECTED PERSONNEL**

TO: OIC, Assistant Schools Division Superintendent
 Chiefs, CID / SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Other Concerned

1. This Office announces the reassignment of selected personnel and designation of newly-promoted principals for secondary schools:

NAME	NEW DESIGNATION	FROM	NEW ASSIGNMENT	NATURE OF DEPLOYMENT
Arnel P. Zapanta	Public Schools District Supervisor	Division Office	Gen. Emilio Aguinaldo (Bailen)	Transfer
Norielyn C. Narciso	Principal II	Halang Banaybanay NHS, Amadeo	Kaytitinga NHS, Alfonso	Promotion
Gloria T. Villela*	Principal I	Gen. Vito Belarmino NHS, Silang	Halang Banaybanay NHS, Amadeo	Officer-In-Charge
Beverly B. Gloria	Principal I	Rosario NHS, Rosario	Francisco Tolentino MNHS, Tagaytay City	Promotion

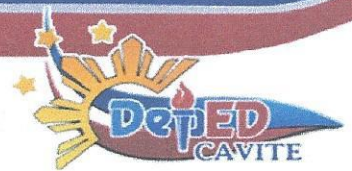
**Must wait for the approval of Ms. Narciso's appointment prior to her appointment as Principal I*

2. The above-mentioned personnel are advised to assume their new place of assignment effective **February 1, 2018**.

3. In addition, the outgoing school heads must invite the incoming school heads to a **transition meeting** 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 must attend.



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



4. Immediately after the transition meeting, simple turnover ceremony must be held.
5. For your information, guidance and strict compliance of all concerned.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent 