



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong

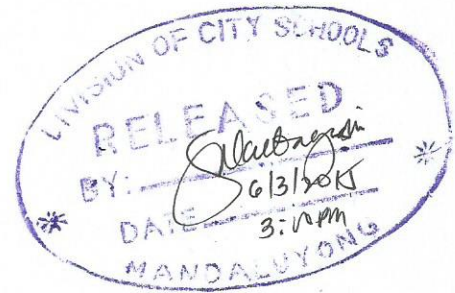
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June 3, 2015

**ASSIGNMENT OF NEW OFFICER IN-CHARGE AND RE-ASSIGNMENT OF SCHOOL PRINCIPALS
FOR SELECTED ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS**

To: Chief Education Supervisor (SGOD)
Education Program Supervisors
School Governance and Operations Division Officials
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Division Section Chiefs
All Others Concerned



1. The field is hereby informed of the assignment of new Officer In-Charge and re-assignment of School Principals for Selected Elementary, Secondary and Integrated Schools effective **June 8, 2015**, to wit:

MRS. EMMA G. ARRUBIO Chief Education Supervisor (SGOD)	-	Officer-in-Charge, Renato R. Lopez Elementary School
DR. ELIZABETH A. REYES School Principal-I	-	re-assigned as School Principal of Doña Basilisa Yangco Elementary School
DR. CORAZON R. REGINO School Principal-I	-	re-assigned as School Principal of Isaac Lopez Integrated School
DR. MANUEL A. LAGUERTA School Principal-III	-	re-assigned as School Principal of Bonifacio Javier National High School
MRS. JANET M. MARIANO School Principal-III	-	re-assigned as School Principal of Amado T. Reyes Elementary School
DR. NIMFA A. MATABANG School Principal-II	-	re-assigned as School Principal of Doña Pilar C. Gonzaga Elementary School
MRS. ELLALYN A. ABUTAL School Principal-III	-	re-assigned as School Principal of Nueve de Febrero Elementary School
MRS. LEONILA Q. MASANGCAY School Principal-I	-	re-assigned as School Principal of Pleasant Hills Elementary School

2. The send-off must be participated by Chief Education Supervisor (SGOD), Education Program Supervisors, Senior Education Program Specialists, Project Development Officer, Administrative Officer V and Administrative Officer IV- HR Officer, and *School Principals nearby the re-assigned school heads.*
3. Turn-over of properties and financial accountabilities shall be facilitated from **June 10, 2015**. It is advised that all documents relevant to the turn-over be prepared and made available within the said period. All personnel who have direct involvement in the turn-over are expected to be present during the turn-over, including Administrative Officer V and Administrative Officer IV- Supply and Property Officer.
4. It is expected that the usual courtesy and cooperation be extended to the above-mentioned Officer in-Charge and School Principals.
5. Immediate and wide dissemination of this **Memorandum** is desired.


NERISSA L. LOSARIA, CESO VI
Officer-in-Charge

Office of the Schools Division Superintendent