



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 017

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CID AND SGOD DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ADMINISTRATIVE OFFICER V
SCHOOL HEADS

Subject : Reassignment of Schools Heads

Date : 5 February 2024

Due to the finalization of the deployment of School Heads, you are hereby directed to attend the meeting tomorrow (February 6, 2024) at the Schools Division Office Conference Hall. Proxies shall be not allowed as the reassigned School Heads shall immediately receive their Reassignment Orders.

It enjoined that there will be no lavished turn-over ceremonies nor suspension of classes.

The Public Schools District Supervisor shall prepare the program of activities for the turn-over ceremony which shall be conducted in the afternoons of February 13, 14 and 15, 2024. It is suggested that the flow of the program shall start with opening remarks followed by the turning over of the School Improvement Plan, Financial Matters, etc. The program shall only for one (1) hour with messages from incoming and outgoing school head. The Public Schools District Supervisors will be witnesses during the ceremony.

For immediate dissemination and strict compliance.


MELANIE P. ESTACIO, Ph.D., CESO VI
OIC - Schools Division Superintendent

