



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 038, s. 2024

**MOVEMENT/TRANSFER/REASSIGNMENT OF
SCHOOL HEADS AND SDO OFFICIALS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The field is hereby informed of the new assignment of the following school heads in the exigency and best interest of the service effective **March 4, 2024**, to wit:

ELEMENTARY SCHOOL

	NAME	PRESENT ASSIGNMENT	NEW ASSIGNMENT
1.	Dr. Ma. Aurora S. Bartolaba School Principal IV	MUNTINLUPA ELEMENTARY SCHOOL	ALABANG ELEMENTARY SCHOOL
2.	Dr. Shella C. Navarro School Principal IV	ALABANG ELEMENTARY SCHOOL	MUNTINLUPA ELEMENTARY SCHOOL
3.	Mrs. Rhodora V. Mandap School Principal III	CUPANG ELEMENTARY SCHOOL	ITAAS ELEMENTARY SCHOOL
4.	Dr. Antonio C. Gagala School Principal III	ITAAS ELEMENTARY SCHOOL	SOLDIERS HILLS ELEMENTARY SCHOOL
5.	Mrs. Jennifer S. Joson School Principal II	TUNASAN ELEMENTARY SCHOOL	SUCAT ELEMENTARY SCHOOL
6.	Dr. Jane May C. Valbuena School Principal IV	SUCAT ELEMENTARY SCHOOL	BAYANAN ELEMENTARY SCHOOL UNIT 1
7.	Mrs. Olivia G. Elloso School Principal II	FILINVEST ALABANG ELEMENTARY SCHOOL	TUNASAN ELEMENTARY SCHOOL
8.	Dr. Buena C. Dela Cruz School Principal II	BAYANAN ELEMENTARY SCHOOL UNIT 1	BAYANAN ELEMENTARY SCHOOL
9.	Mr. Edizer S. Laqueo School Principal II	BAYANAN ELEMENTARY SCHOOL	CUPANG ELEMENTARY SCHOOL
10.	Dr. Jaime G. Bautista Master Teacher I	N/A	SUCAT ELEMENTARY SCHOOL ANNEX ZONE 3 & 4



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ELEMENTARY SCHOOL

11.	Mrs. Ma. Hazel B. Hernandez School Principal I	VICTORIA HOMES ELEMENTARY SCHOOL	F. DE MESA ELEMENTARY SCHOOL
12.	Mr. Reynaldo O. Comisario School Principal I	F. DE MESA ELEMENTARY SCHOOL	VICTORIA HOMES ELEMENTARY SCHOOL
13.	Mrs. Alma O. Bituin Teacher I	SUCAT ELEMENTARY SCHOOL ANNEX ZONE 3 & 4	FILINVEST ALABANG ELEMENTARY SCHOOL

HIGH SCHOOL

	NAME	PRESENT ASSIGNMENT	NEW ASSIGNMENT
1.	Dr. Antonio B. Rocha School Principal IV	MUNTINLUPA NATIONAL HIGH SCHOOL	PEDRO E. DIAZ HIGH SCHOOL
2.	Dr. Florante C. Marmeto School Principal IV	MUNTINLUPA SCIENCE HIGH SCHOOL	MUNTINLUPA NATIONAL HIGH SCHOOL
3.	Dr. Eden C. Binaday School Principal III	PEDRO E. DIAZ HIGH SCHOOL	MUNTINLUPA SCIENCE HIGH SCHOOL (March 4 – April 20, 2024)
		Subsequent transfer to POBLACION NATIONAL HIGH SCHOOL effective April 21, 2024	



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2. Correspondingly, the hereunder Division Officials are being designated as Officer-in-Charge/Focal Person, in a concurrent capacity, effective February 19, 2024, unless sooner revoked:

	NAME	DESIGNATION
1.	Ms. Ma. Regale A. Olarte Education Program Supervisor- SGOD	Officer-In-Charge, Office of the Chief Education Supervisor of the School Governance and Operations Division (SGOD)
2.	Atty. Erness Faith Regacho-Espanto Attorney III	Special Consultant to the School Governance and Operations Division (SGOD)
3.	Ms. Rochelle A. Jimenez Senior Education Program Specialist	Gender and Development Focal Person (Central Office, Regional Office, Local Government Unit and Division Office)
4.	Dr. John Albert B. Colle Education Program Supervisor-Filipino	Division Focal Person for Tara, Basa!

3. It is enjoined that all School Heads who will be reassigned or transferred should conduct a proper turn-over of responsibility for the smooth transition and submit their school clearance to the Division Human Resource Personnel Unit, on or before February 28, 2024.

4. Teachers and Non-Teaching Personnel are hereby requested to give their utmost cooperation to the incoming school heads and newly designated officer-in-charge.

5. For information, guidance and strict compliance.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent 

To be indicated in the Perpetual Index
under the following subjects

REASSIGNMENT TRANSFER
MOVEMENT

AMF/ MOVEMENT/TRANSFER/REASSIGNMENT OF SCHOOL HEADS AND SDO OFFICIALS
038/ February 15, 2024

NUM-2024-038



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