



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM
No. 044, s. 2024

TRANSFERRING FINANCIAL CUSTODY, MANAGEMENT, AND ACCOUNTABILITY FUNDS, SCHOOL PROPERTIES AND PERSONNEL DATA TO THE INCOMING SCHOOL HEAD

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division/
Officer-in-Charge School Governance Operations Division/
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. The field is hereby informed of the shedule of the transferring of Financial Custody, Management, and Accountability Funds, School Properties and Personnel Data of the following school heads in the exigency and best interest of the service effective February 27-29, 2024 to wit:

BATCH 1 (February 27, 2024)

TIME	INCOMING PRINCIPAL /OIC	OUTGOING PRINCIPAL /OIC	SCHOOL
8:00 - 9:30 AM	Mr. Reynaldo O.Comisario	Ms. Maria Hazel B. Hernandez	Victoria Homes Elementary School
10:00 - 11:30 AM	Ms. Rhodora V. Mandap	Dr. Antonio C. Gagala	Itaas Elementary School
12:00 - 1:30 PM	Dr. Shella C. Navarro	Dr. Ma Aurora S. Bartolaba	Muntinlupa Elementary School
2:00 - 3:30 PM	Ms. Olivia G. Elloso	Dr. Jennifer S. Joson	Tunasan Elementary School
4:00 - 5:30 PM	Dr. Antonio C. Gagala	Mrs. Ada Trinidad A. Tagle	Soldiers HillsElementary School



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BATCH 2 (February 28, 2024)

TIME	INCOMING PRINCIPAL /OIC	OUTGOING PRINCIPAL /OIC	SCHOOL
8:00 - 9:30 AM	Ms. Maria Hazel B. Hernandez	Mr. Reynaldo O. Comisario	F. De Mesa Elementary School
10:00 - 11:30 AM	Dr. Buena C. Dela Cruz	Mr. Edizer S. Laqueo	Bayanan Elementary School-Main
12:00 - 1:30 PM	Dr. Jaime G. Bautista	Ms. Alma O. Bituin	Sucat ES Sitio Pagkakaisa-Zone 3 & Zone 4
2:00 - 3:30 PM	Ms. Alma O. Bituin	Ms. Olivia G. Elloso	Filinvest Alabang Elementary School
4:00 - 5:30 PM	Dr. Jennifer S. Joson	Dr. Jane May C. Balbuena	Sucat Elementary School-Main

BATCH 3 (February 29, 2024)

TIME	INCOMING PRINCIPAL /OIC	OUTGOING PRINCIPAL /OIC	SCHOOL
8:00 - 9:15 AM	Mr. Edizer S. Laqueo	Ms. Rhodora V. Mandap	Cupang Elementary School
9:30 - 10:30 AM	Dr. Ma. Aurora S. Bartolaba	Dr. Shella C. Navarro	Alabang Elementary School
11:00 - 12:30 PM	Dr. Jane May C. Valbuena	Dr. Buena C. Dela Cruz	Bayanan Elementary School-Unit I
1:00 - 2:30 PM	Dr. Antonio B. Rocha	Dr. Florante C. Marmeto	Muntinlupa National High School
3:00 - 4:30 PM	Ms. Eden C. Binaday	Dr. Antonio B. Rocha	Pedro E. Diaz High School
4:00 - 5:30 PM	Dr. Florante C. Marmeto	Ms. Eden C. Binaday	Muntinlupa Science High School



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Program of Activities	
Duration	Activities
First 30 Minutes	Turnover of pertinent documents
Last 30 Minutes	Short Program ● Reading of the Reassignment Order: Dr. Violeta Gonzales ● Introduction of Teachers and Staff & Turnover message -Outgoing Principal/OIC ● Acceptance Message: Incoming Principal/ OIC

2. It is enjoined that all School Heads who will be reassigned or transferred should conduct a proper turn-over of responsibility under the supervision and cross checking of the following Unit Heads:

Ms. NOEMI ARGANA-VALDEZ

Administrative Officer V

MS. JOICHE I. LUNA

Administrative Officer IV

MS. KAREN MEDINA

Accountant III

Ms. MARIA CRISTINA MALACAD

Cashier Officer

3. The receiving and originating Public Schools District Supervisors as well as Teachers and Non-Teaching Personnel are hereby requested to give their utmost cooperation to the incoming school heads and newly designated officer-in-charge.

4. For information, guidance and strict compliance.

For:

EVANGELINE P. LADINES, CESO V

Schools Division Superintendent

By:


VIOLETA M. GONZALES, CESO VI

Asst. Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects

REASSIGNMENT

TRANSFER

MOVEMENT

MJCF/ TRANSFERRING FINANCIAL CUSTODY, MANAGEMENT, AND ACCOUNTABILITY FUNDS, SCHOOL PROPERTIES
AND PERSONNEL DATA TO THE INCOMING SCHOOL HEAD
044 / February 21, 2024

NUM-2024-044



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