



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JAN 07 2025

MEMORANDUM

**MOVEMENT/TRANSFER/REASSIGNMENT
OF ELEMENTARY AND SECONDARY SCHOOL HEADS**

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

1. In the exigency of service and to fill vacancies due to the promotion and retirement of previous school heads, this Office hereby announces the movement/transfer/reassignment of the concerned school principals and the designation of the indicated National Qualifying Examination for School Heads (NQESH) passers as Officers-in-Charge of the specified schools effective January 9, 2025.

2. The details of which are as follows:

School	Current School Head	New School Head
Muntinlupa Science High School	Dr. Gina U. Urquia OIC-Principal	Dr. Ador B. Querubin Principal IV
Tunasan National High School	Dr. Ador B. Querubin Principal IV	Mrs. Vilma S. Vitoria Principal II
		Mrs. Maricel Lumio OIC-Asst. Principal
Muntinlupa Business High School	Mrs. Vilma S. Vitoria Principal II	Mr. Reynante H. Espeleta Head Teacher III/OIC
Muntinlupa National High School	Dr. Florante C. Marmeto newly promoted as CID Chief	Dr. Rosendo E. Sangalang Principal IV
Lakeview Integrated School	Dr. Rosendo E. Sangalang Principal IV	Dr. Louie M. Valdez Master Teacher I/ OIC
Cupang Senior High School	Dr. Evangeline M. Aman OIC/PSDS	Mr. Jason B. Albaro Head Teacher V/OIC
Cupang Elementary School Annex	Dr. Ma. Theresa C. Dela Rosa OIC/PSDS	Ms. Jocelyn A. Morales Master Teacher I/ OIC
Sucat Elementary School- Zones 3 and 4 Annex	Dr. Jaime G. Bautista Master Teacher I, OIC	Mrs. Haydee F. Gucor Master Teacher I, OIC



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3. Current school heads who will be transferred to other schools should submit their clearances to the Division HRMO on January 17, 2024.
4. The Public Schools District Supervisors are directed to assist in the smooth transition and orderly turnover of responsibilities to the incoming school heads by the outgoing school heads.
5. Teachers and non-teaching personnel are hereby requested to extend utmost cooperation to the incoming school heads.
6. All school heads involved in the reassignment are informed of a coordination meeting tomorrow (Wednesday), January 8, 2025, at 9:00 AM in the SDO Conference Hall.
7. Enclosed is the turnover schedule for your reference.
8. For information, guidance, and strict compliance.

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.(1): As stated
References: As stated
To be indicated in the Perpetual Index:
Under the following subjects:

SCHOOL HEADS MOVEMENT REASSIGNMENT

JBE/Movement/Transfer/Reassignment of Elementary and Secondary School Heads

007 / January 7, 2025

UN-2025-007



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Attachment

(Movement/ Transfer/ Reassignment of Elementary and Secondary School Heads)

TURNOVER SCHEDULE

January 9, 2025

Time	School
8:00 AM-8:30 AM	Lakeview IS (Dr. Valdez)
9:00 AM-9:30 AM	Muntinlupa Business HS Main (Mr. Espeleta)
10:00 AM-10:30 AM	Tunasan NHS (Mrs. Vioria)
11:00 AM-11:30 AM	Muntinlupa SHS (Dr. Querubin)
12:00 nn-12:30 PM	Tunasan NHS (Ms. Lumio)
1:00 PM-1:30 PM	Muntinlupa NHS (Dr. Sangalang)
2:00PM-2:30 PM	Cupang Senior High School (Mr. Albaro)



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