



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

**TRANSFER/DESIGNATION OF ELEMENTARY AND SECONDARY SCHOOL
HEADS/SCHOOL HEAD DESIGNATES/ASST. SCHOOL HEAD DESIGNATES**

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 transfer of the concerned school principals and the designation of the indicated National Qualifying Examination for School Heads (NQESH) passers as School Head Designates/Asst. School Head Designates in the specified schools, effective November 4, 2025, the details of which are as follows:

School	Current School Head	New School Head/ School Head Designate/ Asst. School Head Designate
Itaas Elementary School	Dr. Ma. Myra E. Namit OIC-Principal	Ms. Maria Hazel B. Hernandez Principal II
Poblacion Elementary School	Dr. Raul T. Felix Principal IV	Dr. Jennifer S. Joson Principal II
Lakeview Integrated School	Dr. Louie M. Valdez Master Teacher I, OIC Principal	Mr. Felipe W. Marapao Jr. Principal II Mr. Edward R. Montojo Head Teacher VI Asst. School Head Designate
F. De Mesa Elementary School	Ms. Maria Hazel B. Hernandez Principal II	Ms. Hayde F. Gucor Principal I
Alabang Elementary School	Dr. Ma Aurora S. Bartolaba Principal IV	Dr. Raul T. Felix Principal IV
Filinvest Alabang Elementary School	Ms. Alma O. Bituin Head Teacher III-OIC Principal	Ms. Zyra A. Trimidal Master Teacher I School Head Designate
Cupang Elementary School Main	Mr. Edizer S. Laqueo Principal III	Ms. Alma O. Bituin Head Teacher III-School Head Designate
Bagong Silang Elementary School	Mr. Felipe W. Marapao Jr. Principal II	Mr. Arsenio S. Medenilla Master Teacher I School Head Designate
Sucat Elementary School Main	Dr. Jennifer S. Joson Principal II	Mr. Edizer S. Laqueo Principal III




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Sucat Elementary School Sitio Pagkakaisa Zone 3 and Zone 4	Ms. Hayde F. Gucor Principal I	Ms. Mary Jane S. Dalugdug Teacher II School Head Designate Ms. Gemini M. Guevarra Teacher II Asst. School Head Designate
Poblacion National High School	Dr. Ma. Regale A. Olarte SGOD, OIC Principal	Mr. Reynante H. Espeleta Head Teacher III School Head Designate
Muntinlupa Business High School Main	Mr. Reynante H. Espeleta Head Teacher III, School Head Designate	Dr. Louie M. Valdez Master Teacher I, School Head Designate

- Current school heads who will be transferred to other schools should submit their clearances to the Division HRMO on November 7, 2025.
- The Public Schools District Supervisors are directed to assist in the smooth transition and orderly ceremonial turnover of responsibilities on October 30, 2025 at 1:00 PM onwards to the incoming school heads by the outgoing school heads. Non-teaching personnel who are in attendance are hereby requested to extend utmost cooperation to the incoming schools heads/school head designates/assistant school head designates.
- Enclosed is the turnover schedule for your reference.
- For information, guidance, and strict compliance.


VIOLETA M. GONZALES CESO VI
 Schools Division Superintendent
 Officer-in-Charge

Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

SCHOOL HEADS

MOVEMENT

REASSIGNMENT

MB/NAV/DM – Transfer/Designation of Elementary and Secondary School Heads/School Head Designates/Asst. School Head Designates

444 / October 28, 2025



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Attachment

(Transfer/Designation of Elementary and Secondary School Heads)

TURNOVER SCHEDULE

October 30, 2025

Time	School
10:30 AM - 11:00 AM	Itaas Elementary School
11:00 AM - 11:30 AM	Poblacion Elementary School
11:30 AM - 12:00 NN	Lakeview Integrated School
1:00 PM - 1:30 PM	Poblacion National High School
1:30 NN - 2:00 PM	F. De Mesa Elementary School
2:00 PM - 2:30 PM	Alabang Elementary School
2:30 PM - 3:00 PM	Filinvest Alabang Elementary School
3:00 PM - 3:30 PM	Cupang Elementary School Main
3:30 PM - 4:00 PM	Sucat Elementary School Main
4:30 PM - 5:00 PM	Sucat Elementary School Sitio Pagkakaisa Zone 3 and Zone 4
5:00 PM - 5:30 PM	Bagong Silang Elementary School
5:30 PM - 6:00 PM	Muntinlupa Business High School Main