



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

Office of the Schools Division
Superintendent

AUG 01 2026

MEMORANDUM

**CHANGE OF SCHEDULE OF TURNOVER CEREMONY ON THE REASSIGNMENT
AND DESIGNATION OF OFFICERS-IN-CHARGE SCHOOL HEAD
DIVISION MEMORANDUM NO. 342, S. 2026**

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

1. In relation to the Division Memorandum No. 342, s. 2026, "Reassignment and Designation of Officers-in-Charge School Head", please be advised of the change in the Schedule of Turnover Ceremony as follows:

	NAME	SCHEDULE DATE AND TIME	NEW ASSIGNMENT
1	Mr. John William B. Cajano Head Teacher III OIC-School Head	August 5, 2026 1:30 p.m	BULI ELEMENTARY SCHOOL
2	Ms. Marie Ann R. Esmeria Assistant School Principal II OIC-School Head	August 5, 2026 2:00 p.m	BAYANAN ELEMENTARY SCHOOL MAIN
3	Ms. Jocelyn A. Morales Master Teacher II OIC-School Head	August 5, 2026 2:30 p.m	CUPANG SENIOR HIGH SCHOOL

2. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

OFFICIALS POSITIONS

SRHB/AMF/ CHANGE OF SCHEDULE OF TURNOVER CEREMONY ON THE REASSIGNMENT AND DESIGNATION OF OFFICERS-IN-CHARGE SCHOOL HEAD
DIVISION MEMORANDUM NO. 342, S. 2026__ /August 03, 2026

311

UN-2026-311



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com

HR-311