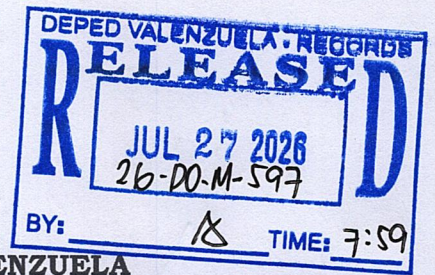




DepEd ICT Unit  
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Control no.: 26PUB-795

Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA**

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**  
No. 0605, s. 2026

**INSTALLATION OF OFFICERS-IN-CHARGE,  
OFFICE OF THE SCHOOL PRINCIPAL IN SELECT SCHOOLS**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors - CID and SGOD  
Education Program Supervisors and Public Schools District Supervisors  
Division Unit Heads & Specialists  
Public Elementary & Secondary School Heads/OICs  
The Concerned Public

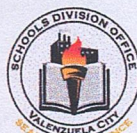
1. In the exigency and betterment of service, as well as to ensure the continuous and effective management of schools, the field is informed of the installation of the following school head aspirants, effective July 27, 2026.

| School Assignment           | Outgoing School Principal  | Incoming School Principal   |
|-----------------------------|----------------------------|-----------------------------|
| Lingunan Senior High School | Filmore R. Caballero (OIC) | Emily O. Dime (OIC)         |
| Pedro Santiago Elem. School | Mari-Herseth V. David      | Ma. Cristina C. Evite (OIC) |

2. The official turnover of personnel, money, and property accountabilities, together with all pertinent records and vital documents, shall be conducted in the presence of Division officials starting 8:00 in the morning.

3. Outgoing school Principals shall comply with DepEd Order No. 029, s. 2019, to wit:

*In case of reassignment of sc School Head to another school or upon his/her retirement/separation/suspension from the service, the cash advance released to him/her must be liquidated and accounted for, and the accountability for the funds and the unused checks should be transferred from the outgoing to the incoming School Head, before a clearance may be issued to the former. The policy of "No Liquidation, No Clearance" shall be strictly implemented. The balance of funds, as well as the unused checks shall be turned over to the incoming accountable officer through the issuance of the Authority to Transfer Accountability for School Funds (par. V.20)*



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Official Website: <https://www.sdovalenzuelacity.deped.gov.ph>





4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index  
under the following subjects:

**OFFICIALS**

**PERSONNEL**

**REASSIGNMENT**

ASDS/DM - INSTALLATION OF OFFICERS-IN-CHARGE, OFFICE OF THE SCHOOL PRINCIPAL IN SELECT SCHOOLS

\_\_\_\_\_/July 24, 2026