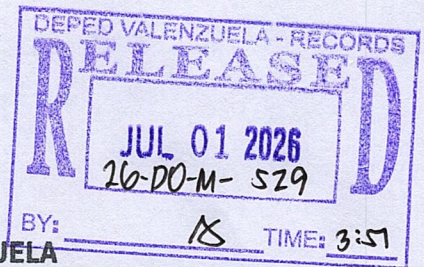




DepEd ICT Unit
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0535, s. 2026

REASSIGNMENT OF SCHOOL HEADS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads/Officer-in-Charge
All Others Concerned

1. In the exigency of the service and to ensure the continuous and efficient management of schools, the field is informed of the reassignment of the following school heads, effective July 2, 2026.

Elementary Schools	Outgoing / Current Principal	Incoming Principal
Luis Francisco ES	Azucena P. Ocasla	Gracely A. Magat
San Miguel Heights ES	Gracely A. Magat	Marites A. Torres
Tagalag ES	Marites A. Torres	New

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 at 7:00 a.m.

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

In case of reassignment of a 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)

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

NOEL D. BAGANO
Schools Division Superintendent