



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. 0627, 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 August 3, 2026.

Elementary Schools	Outgoing/Current Principal	Incoming Principal/OIC
Apolonia F. Rafael ES	Gloria D. Morenos (retired)	Emil R. Mamiit
Lawang Bato ES	Emil R. Mamiit	Edna S. Madrid
Maysan ES	Edna S. Madrid	Carmina DJ. Mendaros
P.R. San Diego ES	Carmina DJ. Mendaros	Agnes D. Garrote
Apolonio Casimiro Faustino ES	Agnes D. Garrote	Mari Hazel V. Arellano
Paltok ES	Mari Hazel V. Arellano	Reynante B. Saldivar-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 at the Office of the Schools Division Superintendent from 8:00 A.M. to 12:00 N.N. following the order listed above.

3. The composition of the Division Turnover Committee is as follows:

Chairman: Ernest Joseph C. Cabrera
 OIC-Assistant Schools Division Superintendent

Members: Romina E. Agustin, Administrative Officer V
 Lani DJ. Agmata, Budget Officer
 Rodel U. Antonio, Supply Officer
 Walter H. Fabro, PSDS Central District - Unit II
 Ma. Teresita U. Pangan, PSDS East District - Unit I
 Soliman E. Rejuso II, PSDS East District - Unit II
 Edna L. Llanera, PSDS North District

4. 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



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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)

5. Immediate and wide dissemination of this Memorandum is desired


NOEL D. BAGANO
Schools Division Superintendent