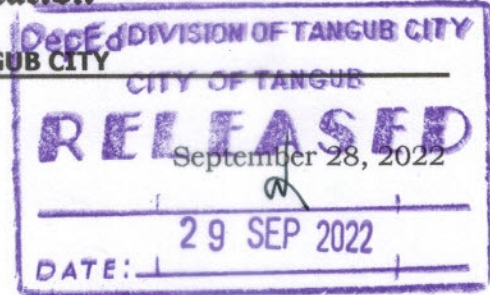




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

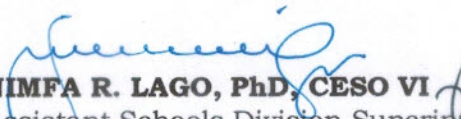


DIVISION MEMORANDUM
 No. 287, s. 2022

To: Assistant Schools Division Superintendent
 Elementary School Heads
 Division Chiefs
 AO-IV-Human Resource Personnel
 AO-V- Administrative Officer
 This Division

SUBJECT: MEETING ON APPOINTMENT AND TRANSFER/REASSIGNMENT OF ELEMENTARY SCHOOL HEAD

1. Relative to the DO 7, s. 1999- Policies on Selection/Appointment and Transfer/Reassignment states under paragraph 1.2 Selection and appointment to the positions of Principal (Elementary) shall be the responsibility of the Schools Division Superintendent. Transfer/Reassignment of Principals shall be done every five (5) years. Further under exceptional circumstances, particularly in the exigency of service may be shortened.
2. In view hereof, all School Heads with three (3) or more years in their present station are hereby requested to attend the said meeting for consultation regarding the possible transfer or reassignment on October 3, 2022, Monday, 2:00 PM at Division Conference Hall.
3. The said movement, transfer, and reassignment will purposely ensure great opportunity of sharing educational leadership and strategic management and offering equal opportunities for the concerned School Head in institutionalizing good rapport between and among external stakeholders in schools.
4. For widest dissemination and compliance.


NIMFA R. LAGO, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

NRL/EAB
 Incl: As stated
 Reference: DO 7s, 1999
 To be indicated in the Perpetual Index
 under the following subjects:
 OFFICIALS POLICY SUPERINTENDENTS
 APPOINTMENT ASSIGNMENT/REASSIGNMENT
 TRANSFER



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