Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong
Tel. no. 533-49-31 / 35 Fax. no.532-71-17
E-Mail Address: depedmandaluyongy@gmail.com
Official Website: depedmandaluyong.wordpress.com

June 5, 2015

CORRIGENDUM/ADDENDUM TO UNNUMBERRED MEMORANDUM RE: ASSIGNMENT OF NEW OFFICER-IN-CHARGE AND RE-ASSIGNMENT OF SCHOOL PRINCIPALS FOR SELECTED ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS

RUSH!!!

DIVISION OF CITY SCHOOLS
RELEASED
BY: AUGUST
DATE June 5, 2015
3:45 pm
MANDALUYONG

To: Chief Education Supervisor (SGOD)
Education Program Supervisors
School Governance and Operations Division Officials
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Division Section Chiefs
All others Concerned

1. The field is hereby informed of the ***corrigendum*** and ***addendum*** to Unnumbered Memorandum Re: Assignment of New Officer-in-Charge and Re-assignment of Schools Principals for Selected Elementary, Secondary and Integrated Schools dated June 3, 2015 to wit; effective **June 8, 2015**.

Dr. Nimfa A. Matabang	-	re-assigned as School Principal from Doña Pilar Gonzaga Elementary School to Pleasant Hills Elementary School
Mrs. Leonila Q. Masangcay	-	re-assigned as School Principal from Pleasant Hills Elementary School to Plainview Elementary School
Dr. Teresita E. Evangelista	-	re-assigned as School Principal from Plainvew Elementary School to Doña Pilar Gonzaga Elementary School

2. The send-off must be participated by Chief Education Supervisor (SGOD), Education Program Supervisors, Senior Education Program Specialists, Project Development Officer, Administrative Officer V and Administrative Officer IV- HR Officer, and School Principals nearby the re-assigned school heads.

3. Turn-over of properties and financial accountabilities shall be facilitated from **June 10, 2015**. It is advised that all documents relevant to the turn-over be prepared and made available within the said period. All personnel who have direct involvement in the turn-over are expected to be present during the turn-over, including Administrative Officer V and Administrative Officer IV-Supply and Property Officer.

4. It is expected that the usual courtesy and cooperation be extended to the above-mentioned Schools Principals.

5. Immediate and wide dissemination of this **Memorandum** is desired.

NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent