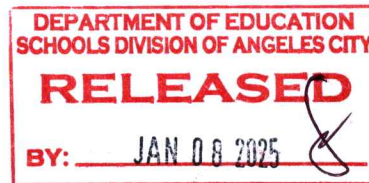




Republic of the Philippines
Department of Education
 REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



08 Jan, 2025

DIVISION MEMORANDUM

No 06, s. 2025

MOVEMENT, TRANSFER, REASSIGNMENT, OR DESIGNATION OF ASSISTANT PRINCIPAL II AND HEAD TEACHERS AS OIC-ASP II (BATCH 7)

To: Assistant Schools Division Superintendent
 SGOD Chief Education Supervisor
 CID Chief Education Supervisor
 Public Elementary and Secondary School Heads

1. In compliance with DECS Order 8, s. 1993 that when positions in the Civil Service become vacant and upon exceptional circumstances, particularly in the exigency of the service as stipulated in DepEd Order 7 s. 1999, this Office announces the Movement, Transfer, Reassignment, or Designation of the following Assistant Principals and Head Teachers as OIC ASP II (Batch 7) in this Division, effective **January 10, 2025**:

Original School Assignment	Name	New School Assignment
Malabánias Integrated School -SHS Level	Ms. Vilma T. Enciso ASP II	Angeles City Senior HS Stand-Alone
Northville 15 IS	Dr. Reymille B. Zamora – (Head Teacher III) OIC-ASP II	Malabánias Integrated School -SHS Level
Rafael L. Lazatin MHS – SHS Level	Ms. Lutgarda C. De Jesus ASP II for Academics	Angeles City NHS – SHS Level
Angeles City NHS – SHS Level	Dr. Narciso I. Ambrocio ASP II for Operations and Learner Support Program	Angeles City NHS – SHS Level
Rafael L. Lazatin MHS – JHS Level	Ms. Janice M. Policarpio – (Head Teacher III) OIC-ASP II	Rafael L. Lazatin MHS – SHS Level
Angeles City National Trade School	Mr. Patrick L. Academia (Head Teacher III) OIC-ASP II	Sto. Domingo IS – SHS Level

2. The said movement, transfer, reassignment, or designation is division-specific and not cluster- or school-specific as per the policy guidelines. This means that assistant principals or head teachers will be moved, transferred, re-assigned, or designated to any clusters or schools within the division when the need arises to purposely ensure great opportunities for sharing educational leadership and strategic management and offer equal opportunities to institutionalize good rapport between and among internal and external stakeholders in the clusters or schools.



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3. It is enjoined that the above-listed assistant principals and head teachers who will be assigned to other schools shall **submit their clearances** to the Personnel Unit on **January 8-9, 2025**. Likewise, the turn-over of responsibilities between the incoming and outgoing assistant principals, and head teachers shall be facilitated on **January 10, 2025**, by the Public Schools District Supervisors concerned with the Chief ES-CID.
4. Teachers and non-teaching personnel of the concerned schools are requested to give their utmost cooperation to the incoming assistant principal or head teacher as officer-in-charge assistant principal II.
5. Immediate dissemination of and strict compliance with this Memorandum are directed.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *ED*

Reference: DECS Order 8, s. 1993 DepEd Order 7 s. 1999

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

MOVEMENT TRANSFER REASSIGNMENT
DESIGNATION SCHOOL HEADS

SGOD/CES/January 8, 2025