

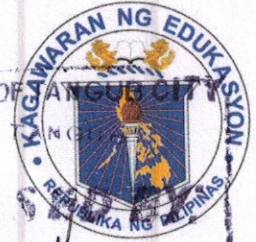
Republic of the Philippines
Department of Education
Region X

DIVISION OF TANGUB CITY

AnecitoSiete St., Mantic, Tanguib City

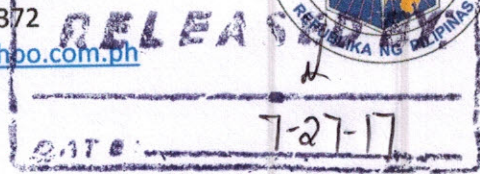
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DIVISION MEMORANDUM

No. 155 s. 2017



TO : Administrative Officer V
CID /SGOD Chief/Buddies of Elementary/Secondary Schools
District Coordinating Principals
Elementary/Secondary School Heads of :

Bongabong Elementary School
Lumban Elementary School
Pangabuan Integrated School
Manga Elementary School
Tituron Elementary School
Lorenzo Tan National High School
Sumirap National High School
Sta. Maria National High School
Caniangan National High School
Bongabong National High School
Banglay national High School

Silanga Elementary School
Simasay Elementary School
Sto. Niño Elementary School
Tugas Elementary School
Tanguib City Central School

FROM: SGD. VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: SIMPLE WELCOME & INSTALLATION CEREMONY AND TURN-OVER OF SCHOOL PROPERTIES

DATE : JULY 27,2017

1. This Division encourages a Simple Welcome and Installation Ceremony and Turn-over of School Properties which will be witnessed by the representatives of the Barangay Officials, Parents-Teachers' Association, Teachers and School Heads/District Coordinating Principals, School Buddies, CID and SGOD Chiefs and Administrative Officer V. This will be initiated by the former school head since it his/her responsibility to turn-over the school properties entrusted to him/her.

2. It is expected that the newly- transferred school head will have a courtesy call with the Barangay Captain/Officials in the barangay where the school is located.

3. For an orderly and organize conduct of this activity, specific date should be followed:

August 1, 2017 @ 3:00 – 5:00 P.M.

Banglay National High School
Sta. Maria National High School
Bongabong National High School
Bongabong Elementary School
Manga Elementary School
Simasay Elementary School
Sto. Niño Elementary School
Silanga Elementary School

August 2, 2017 @ 3:00 – 5:00 P.M.

Lorenzo Tan National High School
Caniangan National High School
Sumirap National High School
Tugas Elementary School
Lumban Elementary School
Pangabuan Integrated School
Tituron Elementary School
Tangub City Central School

4. School Buddies are authorized to install the newly-assigned school head. If there are conflict of schedules, buddies may request the Administrative Officer, CID or SGOD Chief to conduct the installation in their behalf.

5. Immediate dissemination of this Memorandum is hereby desired.