



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

26 June 2025

SCHOOLS DIVISION MEMORANDUM

No. 202, s. 2025

INSTALLATION AND TURN-OVER CEREMONIES OF SCHOOLHEADS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools Elementary & Secondary Schoolheads
All Others Concerned

1. Relative to the transfer of school assignment of select schoolheads and the designation of new Officers/Teachers In-Charge (OICs/TICs), this Office informs the field of the conduct of **Installation and Turn-over Ceremonies** on June 27, 2025.
2. Corresponding Special Orders will be issued, with effectivity dates indicated, upon presentation of clearance from the outgoing schoolheads concerned.
3. The installation and turnover ceremonies shall be conducted simply and briefly, adhering to the suggested format.
4. Outgoing school heads are directed to ensure the turn-over of the important school documents such as but not limited to the following:
 - ☐ Approved SIP, AIP/WFP/SOB, Contingency Plans, GAD Plan
 - ☐ School Site Development Plan, School Lot Title or relevant land documents
 - ☐ Updated Inventory Reports of physical and learning resources
 - ☐ Liquidation Reports and Financial Records (e.g., MOOE, canteen), Checkbook and other accountable forms
 - ☐ Latest School Report Card and SBM Level of Practice documents
 - ☐ Existing partnership agreements (MOAs, MOUs)
5. Expected participants in the ceremony include the outgoing and incoming school heads, PTA representatives, barangay officials, teachers at the school, CID monitoring supervisor, and the assigned SGOD - TA Provider.
6. Attached to this memorandum are the Schedule of the Installation and Turn-over Ceremonies and the Suggested Ceremony Format.
7. Wide dissemination of this Memorandum is enjoined.

Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOLHEADS DEPLOYMENT INSTALLATION TURNOVER

WWP/ Installation and Turnover Ceremony

011/June 26, 2025

Enclosure No. 1 to the Division Memorandum No. 202, s. 2025

JOHANNA N. GERVACIO PhD, CESO V

Schools Division Superintendent



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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

SCHEDULE OF INSTALLATION AND TURNOVER CEREMONIES OF SCHOOLHEADS/ June 27, 2025

Time	Venue	Outgoing SH	Incoming SH	Installation Officer	CID Monitoring Supervisor	SGOD TA Provider
11:30 am	Franza ES	Marites D. Ringor	Christian Ann Francisco	Bernardo A. Gargabite	Aileen G. Mactal	Lamberto P. Corpuz
	Calisitan ES	Cecilia Alvarez	Aljohn U. Febrero	Larry B. Espiritu		Joel Dizon
12:30 pm	Inday Melencio NHS	Melanie Aquino	Jordan T. Nicodemus	Bernardo A. Gargabite	Nelie D. Sacman	Marlon Siminig
	Maragol IS	Ann Christian Francisco	Marites D. Ringor Melanie Aquino	Larry B. Espiritu	Zoeaida F. Espino	Cyril Talusan
3:00 pm	Tekila Alvarez PS	Veronica M. Aquino	Heidee Pajarito	Bernardo A. Gargabite	Augusto Mateo	Winnie Poli
	Naglabrahan ES	Aljohn U. Febrero	Irenio D. Bucsit	Larry B. Espiritu	Melody E. Galingan	James Patrick Barias
3:45 pm	Gov. ELJ MES	Edgardo San Andres	Veronica M. Aquino	Larry B. Espiritu		Lamberto P. Corpuz
	Gabaldon IS	_____	Mark Paraguisson	Bernardo A. Gargabite	Nelie D. Sacman	JP Barias
4:30 pm	Magtanggol	_____	Edgardo San Andres	Larry B. Espiritu	Leilani D. Tidalgo	Alvin Tangonan
	MNHS Annex	Irenio D. Bucsit	Anvil Portes	Bernardo A. Gargabite	Mercedita D. Saldero	Rosan Ariston

Enclosure No. 2 to the Division Memorandum No. 202, s. 2025



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INSTALLATION AND TURNOVER CEREMONY OF SCHOOLHEADS

SUGGESTED FORMAT/ PROGRAM FLOW

- Singing of a Nationalistic Song
- Opening Prayer
- DepEd Science City of Munoz Hymn
- Welcome Remarks
- Statement of Purpose and Reading of the Special Order
- Message of the Outgoing School Head and Turn – Over of School

Documents

- Acceptance and Message of the Incoming Schoolhead
- Expression of Appreciation for the Outgoing SH and Words of Welcome for the Incoming Schoolhead
- Photo Opp



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