



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

25 March 2026

SCHOOLS DIVISION MEMORANDUM

No. 127, s. 2026

INSTALLATION AND TURN-OVER CEREMONIES OF SCHOOLHEADS

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

1. Relative to the transfer of school assignment of select schoolheads, this Office informs the field of the conduct of Installation and Turn-over Ceremonies on April 1, 2026.
2. The installation and turn-over ceremonies shall be conducted simply and briefly, adhering to the attached suggested format.
3. Outgoing schoolheads are directed to ensure the turn-over of the important school documents such as but not limited to the following:
 - Approved SIP, WFP/SOB, Contingency, GAD and other operational Plans
 - School Site Development Plan, School Lot Title and all relevant 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 KPIs Historical Data
 - Existing partnerships agreement (MOAs, MOUs)
4. Incoming schoolheads are directed to conduct a thorough checking and validation of all turned-over documents, supplies, and equipment prior to the installation ceremony. SGOD personnel together with the Division Supply Officer, and Accountant are likewise advised to monitor and document the checking and inspection to ensure completeness and accuracy.
5. Expected participants in the ceremony include the outgoing and incoming schoolheads, PTA representatives, barangay officials, Faculty and Staff President, CID monitoring supervisor, and 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.



JOHANNA N. GERVACIO PhD, CESO V
 Schools Division Superintendent

Encl: as stated
 To be indicated in the Perpetual Index
 Under the following subjects:
 INSTALLATION SCHOOLHEADS SCHOOL LEADERSHIP

WWP/ Installation and Turn-over
 003/ March 25, 2026



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Enclosure No. 1 to the Schools Division Memorandum No. 127, s. 2026

Schedule of Installation and Turn-over Ceremonies of Schoolheads
April 1, 2026

Time	Venue	Outgoing SH	Incoming SH	Installation Officer	Monitoring Supervisor and SGOD TA-Provider
9:00 am	Villa Santos ES	Jackylou G. Alberto, PhD	Veronica M. Aquino, PhD	Ronilo E. Hilario, CESO V	Augusto A. Mateo Rosan E. Ariston
10:00 am	Gov. ELJ Memorial School	Veronica M. Aquino, PhD	Mark Paraguison	Bernardo A. Gargabite, EdD	Mercedita D. Saldero Engr. Marlon V. Siminig
1:30 pm	Tekila Grace DV. Alvarez PS	Mark Paraguison	Jackylou G. Alberto, PhD	Larry B. Espiritu, PhD	Rodolfo A. Dizon, PhD Dra. Marianne C. Coronel

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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