



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2026- 0038

To: Janette G. Veloso, EdD, CESO VI- ASDS
Eduard C. Amoguis, EdD – CID Chief
Marlon G. Ebrado, SGOD Chief
Eric P. Indie, EdD – PSDS, Santo Tomas West District
Noli T. de Felipe – PSDS, Santo Tomas East District
All School Heads of East and West District

Subject: **CONDUCT OF INSTALLATION AND TURNOVER CEREMONY OF NEWLY-
ASSIGNED SECONDARY SCHOOL HEADS OF SANTO TOMAS EAST AND WEST
DISTRICT**

Date: January 9, 2026

1. Relative to the reassignment of School Heads in Santo Tomas West and East District, this Office hereby informs the field of the schedule of the Installation and Turn-over ceremony, to wit:

Name of School Heads	Position	New School Assignment	Date/Time
1. Agnes J. Macaso	Principal IV	Balagunan NHS	January 14, 2026, 9:30 am
2. Leomar A. Liboon	Principal II	Kimamon NHS	January 14, 2026, 2:00 pm

3. The said activity shall be attended by the Parents Teachers Association Officers, Teachers, School Heads, and Public Schools District Supervisor.
4. Travelling and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
6. Immediate dissemination of this Memorandum to all concerned is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

EDUARD C. AMOGUIS, EdD
Chief - CID



cid/epi

Fn: Santo Tomas East and West Installation and Turnover



Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Email Address: depeddavnor.sdo@deped.gov.ph

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte