



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026-0053

To: Janette G. Veloso, EdD, CESO VI-Assistant Schools Division Superintendent
 Eduard C. Amoguis, EdD, Chief- Curriculum Implementation Division
 Marlon G. Ebrado, Chief Education Supervisor, SGOD
 Evelyn H. Labasan, EdD, District Matrix EPS
 Bernardo F. Boyles, Public Schools District Supervisor
 All School Heads of Carmen District
 All Others Concerned

Subject: **CONDUCT OF INSTALLATION AND TURNOVER CEREMONY OF NEWLY-ASSIGNED SECONDARY AND ELEMENTARY SCHOOL HEADS OF CARMEN DISTRICT**

Date: January 12, 2026

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

January 14, 2025 (Wednesday)

SCHOOL	OUT GOING SCHOOL HEAD	IN COMING SCHOOL HEAD	VENUE	TIME
Mabuhay NHS	Ernie C. Mellijor	Reynaldo B. Malubay	Mabuhay ES	8:00 AM – 10:00 AM
Mabuhay ES	Leomar C. Dorias	Jonel F. Muyco	Gymnasium	10:00 AM
Magsaysay ES	Teresita B. Butalid	Noel D. Apostol	Magsaysay ES	10:00 AM – 12:00 NN
Asuncion ES	Judylene E. Recaña	Nestor B. Manglallan	Gymnasium	1:00 pm – 3:00 pm
Lapaz NHS	Oliver P. Ponsades	Ernie C. Mellijor	Lapaz NHS	3:00 pm – 5:00 pm

January 15, 2025 (Thursday)

SCHOOL	OUT GOING SCHOOL HEAD	IN COMING SCHOOL HEAD	VENUE	TIME
San Isidro ES	Nestor B. Manglallan	Narisa G. Baradia	San Isidro ES	8:00 AM – 1000 AM
Anibongan NHS	Reynaldo B. Malubay	Oliver P. Ponsades	Anibongan NHS	10:00 AM – 12:00 NN
Anibongan ES	Noel D. Apostol	Emalinda A. Terona	Gymnasium	
Salvacion ES	Emalinda A. Terona	Leomar C. Dorias	Salvacion ES	1:00 pm – 3:00 pm
Mabaus ES	Narisa G. Baradia	Judylene E. Recaña	Mabaus ES	3:00 pm – 5:00 pm



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2. The said activity shall be attended by the Barangay Officials, Parents Teachers Association Officers, Teachers, School Heads, Public Schools District Supervisor, and District Matrix Supervisor.
3. Travel and other expenses required for the conduct of the activity shall be charged against school MOOE or other local funds, subject to the existing accounting and auditing rules and regulations.
4. Everyone is 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.
5. Immediate dissemination of this Memorandum is desired.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

CID/bfb
Fn: Installation & Turn-over Ceremony of Carmen District