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Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

February 16, 2026

DIVISION MEMORANDUM

No. 247, s. 2026**RESUMPTION OF THE INSTALLATION TO OFFICE OF NEWLY PROMOTED OR DESIGNATED SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors & Personnel, CID & SGOD
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Other Concerned

1. This Office will resume the installation into office of the newly promoted or designated school heads both in elementary and secondary levels on the following schedule:

Date	Time	School	Name of School Head	Position Title
February 18, 2026	8:30- 10:00	Balatohan ES, San Miguel North	Ramos, Ma. Krishna T.	HT3
	1:00-2:30	Agban NHS	Tejada, Jorge E.	HT1
	3:00-4:30	Baras Central ES, Baras North	Arcilla, Adeleine R.	SP1
February 20, 2026	8:00-9:30	Marilima ES, Virac South	Sabeniano, Analiza E.	T3/TIC
February 23, 2026	1:00-2:30	Dugui Too ES, Virac North	Buendia, Carmen P.	HT3
	3:00-4:30	Dugui San Isidro IS, Virac North	Masagca, Emil P.	HT2
February 24, 2026	8:00- 9:30	Catagbacan ES, San Andres West	Samudio, Job Jr. A.	SP1
	10:00- 11:30	San Vicente ES, San Andres West	Abejo, Alfredo Jr. I	HT1
	1:00-2:30	Cavinitan ES, Virac South	Sorra, Felix T.	SP1
	3:00-4:30	Igang ES, Virac South	Ibayan, Ma. Liza T.	HT3
February 25, 2026	9:00- 10:30	Kilikilihan ES, San Miguel North	Torres, Alex I.	SP1
	1:00-2:30	Caragumihan ES, Baras South	Tesorero, Digna T.	T3/TIC
	3:00 -4:30	Paniquihan ES, Baras South	Gonzales, Lalaine V.	SP1
February 26, 2026	8:00- 9:30	Magsaysay ES, Viga West	Lita, Sheryl U.	HT1
	10:00- 11:30	Almojuela ES, Viga West	Papango, Ma. Karen V.	HT1
	1:00- 2:30	Burgos ES, Viga West	Tumaque, Rene O.	HT1
	3:00- 4:30	Osmena ES, Viga West	Tuno, Mary Jane F.	HT1



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2. Others not yet mentioned shall have their installation once their Assignment Order has been issued.
3. This activity shall follow a simple installation program to wit:
 - Pambansang Awit/Nationalistic Song
 - Prayer
 - Welcome Remarks - Public Schools District Supervisor
 - Installation Ceremony & Message - OIC-Schools Division Superintendent
 - Response - School Head
 - Message of Support
 - Barangay - Punong Barangay/Representative
 - PTA - PTA President/Representative
 - School - Faculty President
 - Closing Remarks - ASDS/Non-Teaching Personnel
4. Travel and other expenses related to conduct of this activity shall be charged against school/local MOOE funds subject to the usual accounting and auditing rules and regulations.
5. For information and guidance.

By Authority of the OIC-Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge