

Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

March 3, 2025


DIVISION MEMORANDUM

No. 190, s. 2025

SUBMISSION OF COPY OF ASSIGNMENT ORDERS OF SCHOOL HEADS

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In relation to the ongoing profiling of school heads in the SDO, this Office requests for the submission of a copy of all the Assignment Orders received by each School Head.
2. The Assignment Order/s must be submitted to the Office of the Schools Division Superintendent through the SGOD- Planning and Research Section on or before March 14, 2025.
3. A summary table must be submitted along with a copy of all the Assignment Orders issued to the personnel as School Head, arranged from recent to remote. A sample format is enclosed in this memorandum.
4. This memorandum is for strict compliance of all School Heads.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure to Division Memorandum No. 190, s. 2025

March __, 2025

CECILE C. FERRO CESO VI

OIC Schools Division Superintendent
DepEd SDO Catanduanes

Thru: SGOD Planning and Research Section

Madam:

This to respectfully submit the documents requested by your Office relative to the ongoing profiling of school heads in SDO Catanduanes.

Photocopy/ies of the ASSIGNMENT ORDER/S RECEIVED AS SCHOOL HEAD is/are hereby enclosed: *(They are arranged from recent to remote)*

	Date Issued	Designation	Period Covered	School
1	December 20, 2024	School Principal I	January 2 (until such time a new assignment order is received)	Catanduanes Elementary School
2				
3				
4				

Thank you.

Very truly yours,

NAME OF SCHOOL HEAD

(First Name, Middle Initial, Family Name)



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