



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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By: *[Signature]*

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DIVISION MEMORANDUM
No. 221, s. 2024

NEW ASSIGNMENTS OF SELECTED SCHOOL HEADS

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. In our continuous effort to enhance the quality of teaching and learning processes, as well as to address various school concerns in the management of resources and the implementation of the new Matatag Curriculum, this Office announces the new assignments of selected school heads across various schools.
2. This strategic move aims to infuse new ideas and management approaches that align with our goal of achieving educational excellence, as these new assignments will bring about positive changes and significantly contribute to the overall improvement of our educational system.
3. The following are the new assignments for selected school heads effective **July 15, 2024**:

NAME	POSITION	SCHOOL	LEVEL
1. Julie Ann D. Natividad	Principal IV	Biñan Integrated National High School	INT
2. Ma. Beatriz T. Manaig	Principal II	St. Francis National High School	INT
3. Mildred D. Dina	Principal II	Biñan City SHS (San Antonio Campus)	SHS
4. Eleonofebiatriz A. Marasigan	OIC	Biñan City SHS (Timbaao Campus)	SHS
5. Marlon B. Flores	Principal I	Nereo Joaquin National High School	JHS
6. Oliver P. Caliwag	Principal III	Jacobo Z. Gonzales Memorial National High School	JHS
7. Reynaldo S. Cabal	OIC	Biñan Secondary School of Applied Academic	JHS
8. Mary Joy Cabiles	OIC	St. Anthony Integrated School	JHS

4. Each reassigned school head is expected to develop and submit a transition plan to ensure a smooth and seamless handover of responsibilities.
5. To ensure a smooth transition, the newly designated school heads shall remain the official signatories of the financial transactions of their previous schools

until **August 1, 2024**. After this date, the new school heads will assume full responsibility for all financial matters in their respective new assignments.

6. The SDO Binan City is committed to provide all necessary support to ensure the success of this initiative and it is encouraged among school heads, to collaborate and share best practices, and their continuous professional development.

7. Immediate and widest dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: None

Reference: None

OSDS/AD / AMC / GMC / DM - New Assignments of Selected School Heads
/ 07/12/2024