



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

June 23, 2025

DIVISION MEMORANDUM

No. **373**, s. 2025

PROMOTION, DESIGNATION AND TRANSFER OF SCHOOL HEADS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. Consistent with the principles of accountability and shared governance, the promotion, designation and transfer of personnel aims to strengthen the delivery of services, curriculum implementation and operations of the Schools and Learning Centers, and to ensure their relevance and responsiveness to the changing environment, the development needs of learners and stakeholders, and the pursuit for continuous improvement in the different governance levels.

2. This Office would like to announce the Promotion, Designation and Transfer of the following School Heads effective June 23, 2025:

Name of Personnel	Position/Station	
	From	To
Joe Arvy S. Natan	Head Teacher III, <i>Manara ES</i>	Head Teacher III, <i>Pedro R. Katalbas Sr. I ES</i>
Willyn D. Montaño	Head Teacher I, <i>Himogaan Baybay IS (JHS and SHS)</i>	Head Teacher III, <i>Himogaan Baybay IS (JHS and SHS)</i>
Amie Rose P. Villar	Teacher In – Charge, <i>Trinidad Lopez De Gonzaga NHS</i>	Head Teacher I, <i>Colonia Divina IS</i>
Rosielyn P. Selisa	Teacher III, <i>Lopez Jaena ES</i>	Teacher In – Charge, <i>Pacol ES</i>
April Joy P. Cegayle	Teacher III, <i>Sagay City SHS</i>	Teacher In – Charge, <i>Patricio Baviera NHS</i>
Juvi Ann J. Jadloc	Teacher III, <i>Sagay City SHS</i>	Teacher In – Charge, <i>Trinidad Lopez De Gonzaga NHS</i>
Edmar B. Baluado	Teacher III, <i>Hautea IS</i>	Teacher In – Charge, <i>Manara IS</i>

3. The Installation Ceremony of the newly promoted, designated and transferred School Heads shall be conducted within the first three weeks after the assumption of office. It shall be administered by the Schools Division Superintendent or the duly



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authorized representative. The program should be simple, meaningful and would be an avenue to present the new School Head to the community.

4. To ensure continuity, stability, and the sustained implementation of programs, services, and stakeholder engagement, both the outgoing and incoming School Heads shall undertake the transition activities outlined in the **BRIDGE: School Leadership Transition Program**. The Transition Plan and Turnover Checklist shall be prepared and submitted by the outgoing School Head to the Human Resource and Management Office, as required for clearance processing. A separate issuance shall be issued for the details of the said program.

5. This Office would like to recognize the services rendered by the School Heads with two School Assignments and the Teacher In – Charge of the following schools:

- a. Haide O. Rublico: Pedro R. Katalbas Sr. I and II ES
- b. Ramelo D. Lopez: Pacol ES and Macamilco ES
- c. Amie Rose P. Villar: Trinidad Lopez De Gonzaga NHS
- d. Ruby B. Jonota: Patricio Baviera NHS

6. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.

7. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : None
Reference : None
No. of Pages : 3
To be indicate in the **Perpetual Index** under the following subjects:
PROMOTION PERSONNEL DIVISION
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