



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

June 25, 2025

**DIVISION MEMORANDUM**

No. 374, 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 July 1, 2025:

Name of Personnel	Position/Station	
	From	To
Jerson F. Donasco	Assistant School Principal II, <i>Sagay NHS</i>	<b>OIC – Principal,</b> <i>Jesus Lizares NHS</i>
Jerry C. Zaragoza	Assistant School Principal II, <i>Eusebio Lopez Memorial IS</i>	<b>OIC – Principal,</b> <i>Sagay City Farm School</i>
Ronel S. Malundo	Assistant School Principal II, <i>Sagay City SHS</i>	<b>OIC – Principal,</b> <i>Valeriana G. Añalucas IS</i>
Roy M. Alberio	Head Teacher I, <i>Raymundo Tupas ES – CESCO Ext</i>	<b>Head Teacher II,</b> <i>Filomeno Pascual ES</i>
Ronnie Boy M. Sanipa	Teacher In – Charge, <i>B. Mahilum ES and HBIS - Buenaventura Mahilum Annex</i>	<b>Head Teacher I,</b> <i>B. Mahilum ES and HBIS - Buenaventura Mahilum Annex</i>
Ruel E. Magno	Principal I, <i>Molocaboc II ES and Matabas ES</i>	<b>Principal I,</b> <i>Molocaboc IS and Molocaboc II ES</i>
Ma. Eunice P. Cubio	Teacher III, <i>Matabas ES</i>	<b>Teacher In – Charge,</b> <i>Matabas ES</i>



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Name of Personnel	Position/Station	
	From	To
Lindon L. Minor	Principal II, <i>Bato ES</i>	<b>Principal II,</b> <i>Maria Lopez ES</i>
Lilibeth A. Ardo	Principal I, <i>Maria Lopez ES</i>	<b>Principal I,</b> <i>General Luna ES</i>
Joseph P. Baja	Principal I, <i>General Luna ES</i>	<b>Principal I,</b> <i>Tuong ES</i>
Dennis L. Solivio	Head Teacher III, <i>Tuong ES</i>	<b>Head Teacher III,</b> <i>Elia T. Canoy – Esperancilla ES</i>
Rey S. Martorillas	Head Teacher I, <i>Elia T. Canoy – Esperancilla ES</i>	<b>Head Teacher I,</b> <i>Campo Santiago ES</i>
Juliet M. Gansan	Head Teacher III, <i>Campo Santiago ES</i>	<b>Head Teacher III,</b> <i>Baviera ES</i>
Brian B. Villaceran	Head Teacher III, <i>Baviera ES</i>	<b>Head Teacher III,</b> <i>Raynor Mesa ES</i>
Julius G. Juanico	Teacher In - Charge, <i>Raynor Mesa ES</i>	<b>Head Teacher I,</b> <i>Uychiat ES</i>
Wilynn D. Montaño	Head Teacher III, <i>Himogaan Baybay IS (JHS and SHS)</i>	<b>Head Teacher III,</b> <i>Himogaan Baybay IS</i>
Roberto A. Basas Jr.	Principal I, <i>Himogaan Baybay IS</i>	<b>Principal I,</b> <i>Cesar Gamboa ES</i>
Marites J. Iglesia	Principal I, <i>Cesar Gamboa ES</i>	<b>Principal I,</b> <i>Plaridel ES</i>
Renato P. Bauden	Principal I, <i>Plaridel ES</i>	<b>Principal I,</b> <i>Bulanon ES</i>
Eleazar M. Arellano	Principal I, <i>Bulanon ES</i>	<b>Principal I,</b> <i>Raymundo Tupas ES</i>
Christine S. Modelo	Principal I, <i>Raymundo Tupas ES</i>	<b>Principal I,</b> <i>Alfredo E. Maraño ES</i>
Lodie L. Yap	Principal I, <i>Alfredo E. Maraño ES</i>	<b>Principal I,</b> <i>Buenaventura V. Rodriguez ES</i>
Lolybeth L. Lamason	Principal I, <i>Buenaventura V. Rodriguez ES</i>	<b>Principal I,</b> <i>Sir Arthur Cooper ES</i>
Heide D. Lumayno	Principal I, <i>Sir Arthur Cooper ES</i>	<b>Principal I,</b> <i>Lopez Jaena ES</i>
Renante P. Sanchez	Principal I, <i>Lopez Jaena ES</i>	<b>Principal I,</b> <i>Maquiling ES</i>
Dinah T. Tablan	Principal I, <i>Maquiling ES</i>	<b>Principal I,</b> <i>Bato ES</i>
Mansueto D. Aguiño, Jr.	Principal I, <i>Melchor D. Salcedo ES</i>	<b>Principal I,</b> <i>Crossing Bago ES</i>
Tisa L. Villaceran	Principal I, <i>Crossing Bago ES</i>	<b>Principal I,</b> <i>Melchor D. Salcedo ES</i>



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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 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 submitted by the outgoing and incoming School Heads 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, the OIC – Principal and Teacher In-Charge of the following schools:

- a. Mariane P. Lacuesta: Talusan ES and Valeriana G. Añalucas IS
- b. Ryan C. Alvarez: Hautea IS and Molocaboc IS
- c. Nova B. Zamora: Filomeno Pascual ES
- d. Cheryl B. Minor: Uychiat ES
- e. Menalyn G. Borce: Jesus Lizares 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 and strict compliance of this Memorandum is directed.

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



Enclosure : None  
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To be indicate in the **Perpetual Index** under the following subjects:  
**PROMOTION PERSONNEL DIVISION**  
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