



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

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June 25, 2025

**DIVISION MEMORANDUM**

No. 375, s. 2025

***BRIDGE: School Leadership Transition Program***

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. The success and continuity of school operations heavily depend on effective school leadership. Changes in leadership, while necessary, can impact the momentum of school programs, operations, and stakeholder engagement. To ensure a seamless and structured handover of responsibilities, the Schools Division of [Insert Division] hereby adopts the **BRIDGE: School Leadership Transition Program**, which stands for *Building Resilience, Initiative, and Direction for Guided Entry*.

2. The program aims to ensure continuity of services, sustainability of programs, and alignment of leadership practices during transitions between outgoing and incoming school heads. Specifically, the BRIDGE program is expected to:

- provide a structured process for school leadership turnover;
- ensure the continuity of academic, administrative, and financial operations;
- sustain programs, projects, and partnerships at the school level; and
- guide and support incoming school heads in assuming their roles responsibly.

3. The following activities shall be implemented in all affected schools with leadership changes and to be conducted in the first two weeks after the assumption of office:

- Turnover Conference** between outgoing and incoming school heads.
- Documentation and Inventory Review** of school records, property, and finances.
- Status Reporting** on ongoing programs, projects, and initiatives.
- Stakeholder Introduction and Engagement** involving internal and external partners.
- Orientation and Mentorship** support for the new school head.
- Formal Communication** of the leadership change to the school community.



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4. The program shall be implemented using the following standard tools:
- School Leadership Transition Plan Template.** A structured document to record objectives, activities, schedules, and signatures.
  - Turnover Checklist.** A detailed list of documents, records, and processes to be turned over from the outgoing to the incoming school head.
5. The roles and responsibilities of the following offices and personnel are as follows:
- Administrative Services**, through the **Human Resource and Management Office**, shall provide technical assistance and oversight in the implementation of the BRIDGE Program.
  - School Governance and Operations Division**, through the **Planning and Research Section** with the **Property and Supply Office** shall facilitate the Property and Document Inventory.
  - Public School District Supervisors (PSDS)** shall witness and validate the turnover process and ensure that required documents are properly completed and submitted.
  - The Outgoing School Head** shall ensure that all school documents, records, and materials are properly accounted for, documented, and formally turned over to the incoming school head.
  - The Incoming School Head** shall review and acknowledge the reports and documents received, and prepare a continuity and action plan based on the transition inputs.
6. All completed **Transition Plans and Turnover Checklists** shall be submitted to the Office of the Schools Division Superintendent through the Human Resource and Management Office **within five (5) working days** after the actual turnover.
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  
Reference : None  
No. of Pages : 3  
To be indicate in the **Perpetual Index** under the following subjects:  
**PROMOTION PERSONNEL DIVISION**  
FN: dcmu/SDS\_062525



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Enclosure No. 1 to Division Memorandum No. 375, series of 2025

**School Leadership Transition Plan Template**

School Name: \_\_\_\_\_ Date of Transition: \_\_\_\_\_  
Outgoing School Head: \_\_\_\_\_  
Incoming School Head: \_\_\_\_\_

**Transition Activities and Timeline**

| Activity                      | Description  | Responsible Person(s)                 | Target Date | Status |
|-------------------------------|--|---------------------------------------|-------------|--------|
| Transition Meeting            | Discussion of school status, concerns, and recommendations   | Outgoing & Incoming SH                |             |        |
| Inventory Turnover            | Physical count and transfer of property, equipment           | AOII/ Property Custodian              |             |        |
| Financial Turnover            | Status of MOOE, collections, expenditures                    | School Bookkeeper                     |             |        |
| Program Status Briefing       | Review of ongoing programs/projects and milestones           | School Planning Team/ Master Teachers |             |        |
| Staff Meeting                 | Introduction of new SH, setting expectations                 | Incoming SH                           |             |        |
| Stakeholder Meeting           | Meeting with PTA, Brgy Officials, Alumni, other stakeholders | Outgoing & Incoming SH                |             |        |
| School Community Announcement | Letter/memo to inform school community                       | Incoming SH                           |             |        |
| Submission to SDO             | Submit signed turnover report                                | Outgoing & Incoming SH                |             |        |

**Endorsement of Transition Plan**

Prepared by:  
Outgoing School Head: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:  
Incoming School Head: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by:  
Public Schools District Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



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*Enclosure No. 2 to Division Memorandum No. 375, series of 2025*

**School Head Turnover Checklist**

**A. Documents and Reports**

- ☐ Latest School Report Card (SRC)
- ☐ School Improvement Plan (SIP) and Annual Implementation Plan (AIP)
- ☐ MOOE Utilization Report
- ☐ Financial records and ledgers
- ☐ LIS/HRIS access credentials and updates
- ☐ Enrolment data
- ☐ Inventory Report of School Properties and Assets
- ☐ School Forms and Official Records
- ☐ Updated list of staff with assignments and designations
- ☐ Copies of MOAs with partners/stakeholders
- ☐ Calendar of Activities and Annual Accomplishment Report

**B. Programs and Projects**

- ☐ Status report on ongoing programs (e.g., Brigada, SBM, Gulayan, WINS)
- ☐ List of pending commitments or deliverables
- ☐ Innovations or best practices to sustain

**C. Communication and Engagement**

- ☐ Staff meeting conducted
- ☐ Stakeholder consultation/meeting held
- ☐ Formal school community announcement issued
- ☐ Courtesy call to barangay/LGU officials

**D. Handover of Physical Assets**

- ☐ Keys to offices, storage, laboratories
- ☐ Equipment (laptops, printers, AV, etc.)
- ☐ School vehicles/tools (if applicable)
- ☐ Utilities and maintenance updates

**E. Division Office Submission**

- ☐ Signed Transition Plan and Checklist
- ☐ Completed Turnover Report
- ☐ Endorsement letter from District Office

Prepared by:

Outgoing School Head: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:

Incoming School Head: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by:

Public Schools District Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_