



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

January 28, 2026

DIVISION MEMORANDUM

No. 057, s. 2026

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 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 Designation and Transfer of the following School Heads effective February 1, 2026:

Name of Personnel	Position/Station	
	From	To
Jerson F. Donasco	Principal I, <i>Jesus Lizares NHS</i>	Principal I, <i>Sagay National High School</i>
Ruel E. Magno	Principal I, <i>Molocaboc IS</i>	Principal I, <i>Jesus Lizares NHS</i>
Jocelyn P. Ortega	Head Teacher I, <i>Molocaboc IS - JHS</i>	Officer In-Charge, <i>Molocaboc IS</i>
Jaypee E. Santillan	Head Teacher II, <i>Suyac ES</i>	Head Teacher II, <i>Bulanon ES and Suyac ES</i>

3. The Installation Ceremony of the 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 *Division Memorandum No. 375, s. 2025: BRIDGE: School Leadership Transition Program.*



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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.

5. This office formally recognizes and honors the dedicated services rendered by retiring School Heads who have faithfully served as Principals of their respective schools. Through their steadfast leadership, unwavering commitment, and strong sense of duty, they have ensured the effective administration and continuous delivery of quality basic education. Their years of service leave a lasting legacy of professionalism, integrity, and devotion to public service.

- a. Freddie B. Digno: Principal III, Sagay National High School
- b. Eleazar M. Arellano: Principal I, Bulanon ES

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 : DM 375, s. 2025
No. of Pages : 2

To be indicate in the **Perpetual Index** under the following subjects:

DESIGNATION PERSONNEL DIVISION

FN: dcmu/SDS_012826