



Republic of the Philippines
Department of Education
Region VII – Central Visayas
SCHOOLS DIVISION OF BOHOL

**DIVISION
Memorandum**

No. 0382, s. 2023

August 24, 2023

**COMPOSITION OF THE DIVISION COMMITTEE ON
TRANSFER OF SCHOOL HEADS**

To : Assistant Schools Division Superintendents
Chief of Functional Divisions,
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers
All concerned

1. This is to inform the field of the Composition of the Division Committee on Transfer of School Heads both in the Elementary and Secondary Levels. To wit:

Chairman : Dr. Danilo G. Gudelosao, ASDS
Vice Chairman : Dr. Faustino . Toradio, ASDS
Members : Dr. Marcela Bautista, SGOD Chief
: Dr. Carmela Restificar, CID Chief
: Mr. Fermin Albutra, Admin Officer V
: Dr. Renato Calamba, PSDS, PSDSA President
: _____, PESPA President (For Elementary)
: _____, NAPSSHI President (For Secondary)

Secretariat : Ms. Judith Apale, Admin Officer IV (Personnel)

2. The duties and responsibilities of this committee include but not limited to the following:

- 2.1 recommends policies to the Schools Division Superintendent pertaining to transfer of School Heads;
- 2.2 Submits the lists of School Heads to be transferred with corresponding school assignments to the Schools Division Superintendent for approval;
- 2.3 monitors the efficient transfer of School Heads; and
- 2.4 any other duties and responsibilities as assigned by the Schools Division Superintendent.

3. For guidance and compliance.


EVANGEL M. LUMINARIAS, Ph.D., CESO V
Schools Division Superintendent

