



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
No. 0497, s. 2023

November 15, 2023

**CONFERENCE ON RE-DESIGNATION OF SCHOOL HEADS  
AND TRANSFER OF CENTRAL SCHOOL HEADS**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. In relation to our initiatives to standardize the designation and transfer of School Heads, the following activities shall be conducted at the Multimedia Room.

Date	Time	Activities and Participants
Nov. 21	8:00am – 12:00nn	Policy Formulation on the Transfer of Central School Principals  Invited Participants: <b>PSDSs:</b> Dr. Renato Calamba, Dr. Felix Cosap, Dr. Exequiel Cifra, Dr. Percy Torres, Dr. Danilo Aton <b>Central School Principals:</b> Dr. Susana Limbago, Dr. Zena Ladaran, Dr. Diodora Gabito
	1:00pm – 5:00pm	Interfacing with CD 1 PSDSs (7 PSDSs per hour)
Nov 22	8:00am – 12:00nn	Interfacing with CD 2 PSDSs (7 PSDSs per hour)
	1:00pm – 5:00pm	Interfacing with CD 3 PSDSs (7 PSDSs per hour)

2. The following Committee on the Designation and Transfer of School Heads shall facilitate and deliberate on the policy proposal and agreements as outputs of these undertakings and recommend to the Schools Division Superintendent the implementation of the same.

Chairperson : **Dr. Danilo G. Gudelosao**  
Assistant Schools Division Superintendent

Vice Chairperson : **Dr. Faustino N. Toradio**  
Assistant Schools Division Superintendent

Members : **Dr. Carmela M. Restificar**  
CID Chief  
**Dr. Marcela R. Bautista**  
SGOD Chief

**Mr. Fermin M. Albutra**  
Administrative Officer V

**Dr. Renato D. Calamba**  
President, PSDSA-

Secretariat : **Ms. Judith S. Apale**, AO IV - Personnel  
**Ms. Maulitte M. Yap**, PO III

3. For guidance of all concerned

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