



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

May 4, 2026

DIVISION MEMORANDUM

No. 316 s. 2026

THE INSTALLATION AND TURN-OVER CEREMONY OF THE SCHOOL PRINCIPALS

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary Schools Principals
 And All Others Concerned

- Pursuant to the re-assignment of School Principals announced during the Second Quarter Division Management Committee (MANCOM) meeting held on April 22, 2026 at the Bohol Tropics Resort, Tagbilaran City, a series of formal Installation and Turnover Ceremonies will be conducted across the Division. While the official change in leadership takes effect on May 18, 2026, scheduled ceremonies will be held prior to this date to facilitate a seamless transition and ensure the uninterrupted delivery of school services. The schedule is shown below.

Schedule of the Installation and Turn-Over Ceremony of the School Principals

Date and Time/ Management Team	TEAM A:	TEAM B:
	Dr. Wilfreda D. Bongalos, CESO V Ms. Maurine C. Castaño Dr. Ma. Antonette P. Dugang	Dr. John Ariel A. Lagura Dr. Janet T. Butalid Dr. Aquilino T. Milar Jr. JD
May 11, 2026 (Monday)	School and Principal to be installed	School and Principal to be installed
8:30 AM	Booy ES (Mr. Jerry B. Belecina)	Manga NHS (Dr. Joselito C. Galendo)
10:30 AM	Booy South ES (Ms. Maria Dioscora H. Sayon)	Manga ES (Mrs. Maria Chona B. Roxas)
1:15 PM	Cogon NHS (Mr. Nilo J. Sendrijas)	Taloto ES (Mrs. Maria Dulce Alma A. Lopus)
3:15 PM	Cogon ES (Dr. Editha G. Gone)	Taloto NHS (Mr. Jesilo G. Jala)



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May 12, 2026 (Tuesday)		
8:00 AM	Dao ES (Dr. Maria Rachel S. Omasas)	Mansasa NHS (Dr. Jonathan D. Membreve)
10:00 AM	Dampas ES (Mrs. Concepcion I. Gallentes)	Mansasa ES (Dr. Basilides M. Sempron)
1:00 PM	Tagbilaran City Central ES (Mrs. Proserpina A. Doroy)	Tagbilaran City Science HS (Dr. Legardo R. Palaca Jr.)
3:00 PM	Tagbilaran High School for the Hearing Impaired (Mrs. Grace Marie L. Campos)	City East ES (Mrs. Lorelei G. Anore)
May 13, 2026 (Wednesday)		
8:00 AM	San Isidro NHS (Mr. Alberto L. Tibod Jr.)	DCPNHS -SHS (Mr. Jenelou John F. Israel)
10:00 AM	San Isidro ES (Mr. Eldiebrando S. Correa)	City of Tagbilaran NHS (Mrs. Eutropia R. Arcayena)
1:00 PM	Tiptip ES (Mr. Felipe D. Epe)	Cabawan ES (Dr. Glaiza T. Jala)
3:00 PM	Eastern Cogon ES (Mrs. Eufe Rhoda R. Galon)	

2. To maintain transparency and accountability, all outgoing School Heads are directed to prepare the following for formal turnover:
 - a. School Improvement Plan (SIP) and Annual Implementation Plan (AIP);
 - b. Legal Documents (School Site Titling and Deeds of Donation);
 - c. Physical Facilities Records (PTA Projects and ongoing infrastructure);
 - d. Comprehensive Financial Statements (Income Generating Projects, School Funds, and Liquidations).

3. Schools are encouraged to invite student leaders, teachers, PTA Officers, community stakeholders and local officials to witness the ceremony, fostering continued partnership during this transition.

4. To ensure the **solemnity and order** of the proceedings, all concerned are enjoined to adhere to the following program flow:
 - I. The Processional**
 - * Entrance of Colors (optional)
 - * Outgoing Principal, Incoming Principal, Schools Division Superintendent (SDS) or Representative, Faculty, and Guests/Stakeholders
 - II. Opening Formalities**
 - * National Anthem
 - * Opening Prayer
 - * Welcome Remarks c/o Assistant Principal or the Faculty President.
 - III. The Turnover Ceremony**
 - * Tribute to the Outgoing Principal (c/o a student and Teacher-representative)
 - * Valedictory Address (c/o the Outgoing Principal)

The Symbolic Handover:

- * The Bible
- * The School Key
- * The School Records (SIP, AIP, Financial Statements, IGPs, School-site titling documents) and School Seals,
- * Acceptance Speech (c/o the Incoming Principal)

IV. The Installation

- * Introduction of the New Principal
- * Installation Rite (Led by the Schools Division Superintendent or a high-ranking official)
 - * *The Reading of the Designation Order.*
 - * *The Charging:* A formal reminder of the duties and ethical responsibilities.
 - * **Inaugural Address** (the new principal's first official address to their new "family")

V. Messages of Support

- * PTA President (Representing parents)
- * SELG/SSLG President (Representing the student body)
- * Local Government Official (Mayor or Barangay Captain)

VI. Closing

- * Presentation of Token/Gifts (For both the outgoing and incoming leaders)
- * Closing Remarks: Usually by the School Property Custodian or a Senior Teacher.
- * School Hymn (if available)
- * The Recessional / Photo Opportunity

5. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent