



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

**Office of the Schools Division
Superintendent**

September 16, 2026

DIVISION MEMORANDUM
No. 762 s. 2026

**INSTALLATION CEREMONY OF NEWLY APPOINTED/DEPLOYED
SCHOOL PRINCIPALS**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary and Secondary School Principals
All Others Concerned

1. The Schools Division Office of Tagbilaran City shall conduct the **Installation Ceremony of Newly Appointed/Deployed School Principals** in their respective schools. The activity aims to formally welcome and recognize the newly appointed school leaders and provide an opportunity for the school community and stakeholders to witness their assumption of leadership.
2. The installation ceremonies shall be conducted according to the following schedule:

Date	Time	School Assignment	Newly Appointed Principal
September 22, 2026	9:00 AM	Dampas Elementary School	Dr. Maria Rachel S. Omasas
September 22, 2026	2:00 PM	Dao Elementary School	Dr. Florafel C. Datoy
September 23, 2026	9:00 AM	Tagbilaran City Central Elementary School	Dr. Rex U. Celosia
September 23, 2026	2:00 PM	Taloto National High School	Dr. Ermila D. Cardinas

3. The ceremony shall be witnessed by the following members of the concerned school community namely PTA Officers, Barangay Council Officers, Teaching Personnel and Non-Teaching Personnel of the concerned school.
4. To ensure that the activity will cause minimal disruption to regular teaching and learning, all concerned school heads are hereby directed to observe the following:

ONLY THE INSTALLATION CEREMONY shall be conducted, and it shall be brief, focused, and limited to the essential activities pertaining to the formal installation of the newly appointed/deployed School Principal .

5. During the ceremony, learners shall remain in their respective classrooms and shall be provided with appropriate seatwork or learning activities. School heads shall ensure that appropriate arrangements are made for the learners' supervision and the continuity of learning activities throughout the duration of the ceremony.
6. Immediately upon the conclusion of the installation ceremony, all teaching personnel shall return to their respective classrooms and resume their regular teaching duties.
7. All concerned personnel and stakeholders are enjoined to observe punctuality, proper decorum, and strict adherence to the scheduled time to ensure the orderly and efficient conduct of the activity.
8. The support and cooperation of all concerned are earnestly requested to make the installation ceremonies meaningful while ensuring the uninterrupted delivery of teaching and learning services.
9. For your guidance and compliance.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent