



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



Unnumbered Memorandum

To : Public Schools District Supervisors  
School Heads and Principals  
All Others Concerned

From : The Office of the Schools Division Superintendent

Subject : **REQUEST FOR THE SUBMISSION OF SCHOOL HEADS  
RELEVANT DATA**

Date : December 16, 2019

1. Consistent with the existing policy of the department, this office will be implementing a reshuffle of school heads and principals during the 1<sup>st</sup> Semester of 2020. The plan to reshuffle the school heads and principals will provide them the opportunity to share their expertise with other schools. It is also a way of sharing management skills and applying good practices when one school head/principal is exposed to different areas of the field which may include, among others, improvement of the physical conditions of the school and development of better relationships with the community.
2. In line with this, public schools district supervisors are hereby requested to submit to this office on or before December 27, 2019, the relevant data necessary for this purpose following the template below:

Name of School Head	Age	Present School Assignment	Date of Assignment Order	No. of Years & Months at Present School Assignment	Preferred Schools To Be Transferred To (at least 3)
1.					
2.					

3. For strict compliance.

  
**MA. LIZA R. TABILON**, CESO VI  
Schools Division Superintendent