



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

October 19, 2021

**DIVISION MEMORANDUM**

No. 376, s. 2021

**DESIGNATION, TRANSFER, AND INSTALLATION  
OF DISTRICT HEADS AND SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief Supervisors  
Education Program Supervisors  
Unit/Section Heads  
Public School District Supervisors  
Principals in-Charge  
Elementary and Secondary School Heads  
All Others Concerned

1. In view of the **2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised 2018 on Employment Status, Nature of Appointment and Other Human Resource Actions**, this Office hereby informs the field on the designation, transfer, and installation activity of district and school heads with more than three years in the station to include the designation of Teacher in-Charge for a maximum of one year, however may be renewed every year in the exigency of the service but not to exceed two years.
2. Corresponding Special Order shall be issued with the date of the effectivity of the assignment upon presentation of clearance.
3. During installation, a short program shall be conducted by the host district or school following the suggested format:
  - a. Opening Prayer
  - b. Nationalistic Song
  - c. *Lupad*, DepEd Northern Samar Hymn
  - d. Welcome Remarks by the outgoing District/School Head
  - e. Installation Proper
  - f. Turnover of Documents (AIP, SIP, MOOE checkbook, or any symbolic object)
  - g. Acceptance Message by the incoming District/School Head
  - h. Closing Remarks by District Head/SDO Personnel or Stakeholder
4. Participants in the installation activity are the outgoing and incoming district/school heads, SDO Personnel, District Head, PTA Representative(s), local officials, teaching and non-teaching personnel.




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5. Expenses relative to the conduct of this activity shall be charged to local funds/school MOOE, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAUL D. AGBAN, EdD**  
OIC-Schools Division Superintendent