Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

November 11, 2026

DIVISION MEMORANDUM
OSDS-PS No. 248 2026

INSTALLATION, CHARGING, AND OATH-TAKING CEREMONIES OF THE NEWLY APPOINTED SCHOOL PRINCIPALS

To: OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/ Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. The Department of Education–Division of Sultan Kudarat will be conducting an installation, charging, and oathtaking ceremony for the newly appointed school principals on the dates specified on the succeeding page.

2. This activity aims to induct newly appointed school principals on the designations they are occupying through symbolic tokens to affirm their roles and responsibilities.

3. Concerned school principals must ensure that classes will not be disrupted while attending this activity.

4. Attached are the program of activities and the schedule for every municipality, for immediate references.

5. Transportation and other expenses of the participants to be incurred in this activity shall be charged against School MOOE or any other local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.

6. For queries and clarifications, all concerned may contact **ROWENA JESSETTE S. VILLA**, Administrative Officer IV Personnel Section Head or **HANNAH B. ANCHETA**, School Administration In-Charge, at email address, depedsk.personnel@deped.gov.ph

7. Immediate and wide dissemination of this Memorandum is desired.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

ARNULFO D. DINERO, Ed. D.
Education Program Supervisor

Enclosure: As stated
Reference: None
To be indicated in the Perpetual Index under the following subjects

INSTALLATION NEWLY APPOINTED SCHOOL PRINCIPALS

HBA/OSDS/DM-Installation, Charging, and Oath-Taking Ceremonies of the Newly Appointed School Principals/ November 11, 2026

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Enclosure No. 1 to DM OSDS-PS No. 248, s. 2026

PROGRAM OF ACTIVITIES

Activities	Person In-Charge
Preliminaries	Host school/District
Welcome Remarks	Host Principal/LGU
Reading of Office Order	**MELVIN P. FORTUNA** Administrative Officer V
Oath-Taking Ceremonies	**ROBERTO J. MONTERO, CESO V** Schools Division Superintendent
Charging and Installation	**MOHALIDIN M. SUEAB PhD** Assistant Schools Division Superintendent
Response	Appointed School Principal I
Message of Support LGU/Barangay/PTA	Representative

Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: https://divisionsk.org

Republic of the Philippines

Department of Education

REGION XII

DIVISION OF SULTAN KUDARAT

Enclosure No. 2 to DM OSDS-PS No. 248, s. 2026

Schedule per Municipality

Date	Time	Municipality
November 17, 2026	1:00 pm	Esperanza
	3:00 pm	Isulan
November 20, 2026	1:00 pm	President Quirino
	3:00 pm	Bagumbayan
November 25, 2026	8:00 am	Lebak
	1:00 pm	Kalamansig
November 26, 2026	1:00 pm	Senator Ninoy Aquino
November 27, 2026	8:00 am	Columbio
	1:00 pm	Lutayan

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