



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

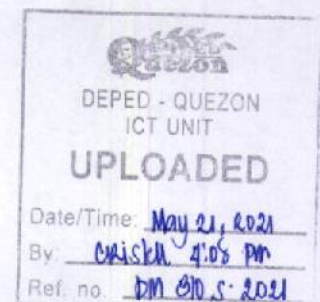
21 May 2021

DIVISION MEMORANDUM

DM No. 310, s. 2021

ISSUANCE OF ADVISE FOR TRANSFER OF SCHOOL HEADS

**To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Heads
HRMPSB-Chairman, Members and Secretariat
All Others Concerned**



1. With reference to Division Memorandum No. 209, s. 2021 dated April 13, 2021 **Re: Movement/Transfer/Reassignment of School Heads**, it is hereby reminded that the transfer of school heads to another station/school or district may only be allowed upon issuance of advise or assumption to duty coming from this office.
2. They are advised to secure clearance from all money and property accountabilities and proper turnover of their post prior to their transfer to their new school/district assignment by conducting transition meeting.
3. Immediate posting and dissemination of this memorandum is earnestly desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

asdsajmo05/21/2021

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