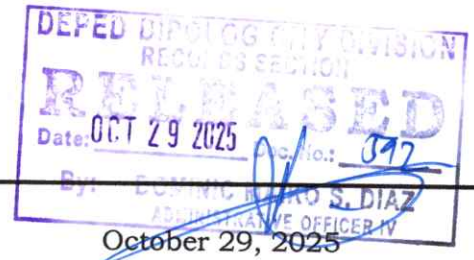




Republic of the Philippines  
Department of Education  
Region IX – Zamboanga Peninsula  
SCHOOLS DIVISION OF DIPOLOG CITY



DIVISION MEMORANDUM

No. 392, s. 2025

**TRANSITION OF DUTIES FOR PERSONNEL PROMOTED,  
TRANSFERRED, OR RE-ASSIGNED**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)  
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)  
PUBLIC SCHOOLS DISTRICT SUPERVISOR  
ALL ELEMETARY AND SECONDARY SCHOOL HEADS  
ALL OFFICE/SECTION/UNIT HEADS  
ALL NEWLY PROMOTED, TRANSFERRED OR RE-ASSIGNED PERSONNEL  
All Others Concerned  
This Division

1. In light of recent and forthcoming personnel movements within the Schools Division Office of Dipolog City, this Office hereby directs the implementation of a **structured transition process for all employees who are promoted, transferred, or re-assigned** to another post, office, or function.
2. The transition process aims to ensure operational continuity, accountability, and proper documentation of responsibilities, projects, and resources. This is especially critical in cases where the vacated post may remain unfilled pending the hiring or designation of a replacement.
3. All outgoing personnel are required to prepare a **Transition Plan** prior to assumption of their new post. The plan shall include, but not be limited to:
  - a. A timeline of transition activities;
  - b. A list of turnover items such as Sub-AROs, project documents, calendar of activities, file directories, and recommendations;
  - c. Identification of pending tasks and operational concerns;
  - d. A sign-off sheet to be completed by the outgoing personnel, incoming personnel (if applicable), and the immediate supervisor.
4. The transition period shall be conducted within a reasonable timeframe, preferably not exceeding THIRTY (30) DAYS, and shall be supervised by the head of office or designated official.
5. Additional turnover items not initially identified may be submitted subsequently, as deemed necessary.
6. This directive is issued pursuant to the following legal bases:
  - a. 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)
  - b. Executive Order No. 292 (Administrative Code of 1987), Book V, Chapter V – Personnel Policies and Standards
7. Immediate dissemination of this Memorandum is highly desired.

**MA. LIZA R. TABILON, EdD., CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

Encl.: none  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

Personnel  
Administrative Services

Turnover/Transition  
Human Resource Management

Records Management  
Governance

ADC/20251029-DM-Personnel-Transition  
October 29, 2025



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