



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

January 4, 2024

**DIVISION MEMORANDUM**

No. 003 s. 2024

**INSTALLATION CEREMONY OF SDS SHERLITA A. PALMA  
TO TACLOBAN CITY DIVISION**

To: OIC – Assistant School Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools Division Supervisors  
Division Section Heads  
All Others Concerned

1. This is to inform the field that **OIC-SDS Sherlita A. Palma, EdD, CESO VI**, will take over as the new Schools Division Superintendent of SDO Tacloban City, following the retirement of SDS Judella R. Lumpas, CESO V, which will take effect on January 1, 2024.
2. The New SDS will be installed by the DepEd Regional Director, Dr. Evelyn R. Fetalvero, CESO IV at the Division Conference Hall at 8:00AM, January 5, 2024.
3. Participants to this activity are the Public Schools District Supervisors (PSDS), Education Program Supervisors (EPS), Chiefs of CID and SGOD, and all Division Section Heads are encouraged to attend the installation ceremony.
4. The rest of the working force will remain at their respective offices to ensure the smooth operations of this office and the effective delivery of its mandated services to its clientele.
5. Expenses incurred for this activity shall be charged to local funds.
6. For strict compliance.

  
**JAIME LEON T. CARDONA, EdD, CESE**  
OIC - ASDS

Enclosures: none  
References: OUSHROD Dec. 29, 2023  
To be indicated in the Perpetual Index under the following subjects:  
Installation



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sdotaclobancity@depd.gov.ph

**RELEASED**  
Date: 1/9/24  
Time: 11:42 AM  
Signature: 