DIVISION MEMORANDUM
No. 105, s. 2021

RECALL ORDER

To: MR. WILSON D. CATINGUB SR.
   Head Teacher I

1. In the exigency of the service, your assignment order as School Head of Federico Alferez Elementary School, Digos Occidental District, Goma, Digos City is hereby RECALLED and designated Assistant to the Principal and handle at most four (4) teaching loads at Ramon Magsaysay Central Elementary School, Digos Oriental District, Zone III, Digos City.

2. It is informed that you shall be given additional assignments/tasks and/or reassigned/deployed within the Division of Digos City as the need arises.

3. Please clear yourself of money and property accountabilities from Federico Alferez Elementary School and turn over the same to the incoming School Head of that school. Further, you are to submit to the Administrative Officer V the clearance and the date of installation for purposes of updating the Human Resource Information System (HRIS).

4. This Recall Order shall take effect immediately and remains valid until revoked by a subsequent memorandum from the Office of the Schools Division Superintendent.

5. For compliance.

   CRISTY C. EPE
   Schools Division Superintendent

Cc: Concerned PSDS
    HRMO V

Conforme: [Signature]

[Date]