DIVISION MEMORANDUM
No. 15, s. 2021

REASSIGNMENT ORDER

To: MR. ROBERTO P. JALALON
School Principal II

1. In the exigency of the service, you are hereby REASSIGNED as School Principal II from Dawis Elementary School, Digos Oriental District, Dawis, Digos City to Cogon Elementary School, Digos Oriental District, Cogon, Digos City.

2. It is understood that, aside from this Order, you shall be given additional assignments/tasks and/or reassigned/deployed within the area of responsibility of the Division of Digos City as the need arises.

3. Please clear yourself of money and property accountabilities from Dawis 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 Reassignment Order shall take effect immediately and remains valid until revoked by a subsequent memorandum from the Office of the Schools Division Superintendent.

5. For strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Cc: Concerned PSDS
HRMO V

Date

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