DIVISION MEMORANDUM  
No. 120, s. 2021  

REASSIGNMENT ORDER  

To:  
MR. JOEL A. CARTAJENA  
Head Teacher II  

1. In the exigency of the service, you are hereby REASSIGNED as School Head from Balabag Elementary School, Digos Occidental District, Balabag, Digos City to Isaac Abalayan Elementary School, Digos Oriental District, San Jose, 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 Balabag 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  

[Signature]

February 23, 2021