DIVISION MEMORANDUM
No. _________, s. 2021

REASSIGNMENT ORDER

To: MRS. CHERRIE ANNE B. BOHOL
School Principal I

1. In the exigency of the service, you are hereby REASSIGNED as School Principal I from Bagumbuhay Elementary School, Digos South District, Digos City to Domingo V. Abawag Sr. Elementary School, Digos South District, Tuguman, 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 Bagumbuhay 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.

signature
CRISTY C. EPE
Schools Division Superintendent

Co: Concerned PSDS
HRMO V

Conforme:
02-24-2021
Date

RELEASED
DATE: 2 3 FEB 2021 TIME: 4:25PM
BY: _________