



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

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Office of Schools Division Superintendent

**DIVISION MEMORANDUM**  
No. 141, s. 2022

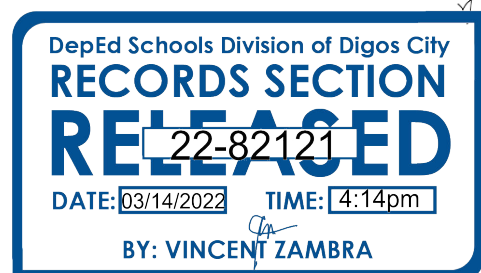
March 14, 2022

**REASSIGNMENT ORDER**

To: **FERDINAND C. MAGDADARO**  
Administrative Officer II

1. In exigency of service and in adherence to the Division Office's direction towards effective and efficient Asset Management, the undersigned hereby reassigns you to the Asset Management Section of the Administrative Services to assist the Administrative Officer IV in its preparation of systems, processes and reports.
2. You shall assist in the preparation of Division Annual Procurement Plan and other required reports for submission to COA and other oversight committees, assist in the monitoring of the performance of suppliers and satisfaction management and staff on procured resources for feedback to suppliers towards continuous improvement.
3. In view thereof, you are hereby directed to report to Mr. Marcelino Ranollo, Jr., the Asset Management Section Head, upon receipt of this Order. Upon assumption to duty, you shall discuss with the Section Head your new IPCR which shall be approved by the Administrative Officer V.
4. For your information and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent



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