



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

23 February, 2021

DIVISION MEMORANDUM
No. 104, s. 2021

RECALL ORDER

To: **MRS. CELEDONIA C. ALABADO**
Head Teacher I

1. In the exigency of the service, your assignment order as **School Head of Damñas Elementary School, Digos Occidental District, Cogon, Digos City** is hereby **RECALLED** and designated Assistant to the Principal and handle at most four (4) teaching loads at **Pedro Basalan Elementary School, Digos Occidental District, Tres de Mayo, 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 **Damñas 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:

CELEDONIA C. ALABADO

2/23/2021

Date

