



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

23 February, 2021

**DIVISION MEMORANDUM**

No. 105, s. 2021


**RECALL ORDER**

To: **MR. WILSON D. CATINGUB SR.**  
Head Teacher I

1. In the exigency of the service, your assignment order as **School Head of Federico Alferez Elementary School, Digos Occidental District, Goma, Digos City** is hereby **RECALLED** and designated Assistant to the Principal and handle at most four (4) teaching loads at **Ramon Magsaysay Central Elementary School, Digos Oriental District, Zone III, 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 **Federico Alferez 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:   
WILSON D. CATINGUB, SR.  
2/23/2021  
Date

DepEd Schools Division of Digos City  
SCHOOLS DIVISION  
**RECALLED**  
68200  
DATE: FEB 23 2021 TIME: 4:22  
BY: 