



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



February 23, 2021

DIVISION MEMORANDUM
 No. 118, s. 2021

REASSIGNMENT ORDER

To: **MRS. JOY R. BAULETE**
 School Principal I

1. In the exigency of the service, you are hereby **REASSIGNED** as **School Principal I** from **Cogon Elementary School, Digos Oriental District, Cogon, Digos City** to **Jolencio R. Alberca Elementary School, Digos Occidental District, Tres de Mayo, 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 **Cogon 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

CepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: 23 FEB 2021 TIME: 4:28 pm
 BY: [Signature]

Cc: Concerned PSDS
 HRMO V

Conforme:

JM R. Baulete

FEB. 24, 2021
 Date