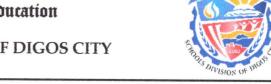


## Republic of the Philippines

## Department of Education

Region XI

## SCHOOLS DIVISION OF DIGOS CITY



Digos City

February 23, 2021

DIVISION MEMORANDUM No.\_\_\_\_ | 20 , s. 2021

## REASSIGNMENT ORDER

To: MR. JOEL A. CARTAJENA

Head Teacher II

- In the exigency of the service, you are hereby REASSIGNED as School Head from Balabag Elementary School, Digos Occidental District, Balabag, Digos City to Isaac Abalayan Elementary School, Digos Oriental District, San Jose, Digos City.
- 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.
- Please clear yourself of money and property accountabilities from Balabag 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

Cc: Concerned PSDS HRMO V

Conforme:

Date

DepEd Schools Division of Digos City

DECORDS SECTION

G&200

DATE: 2-3 FEB 2021

TIME: 4-20