



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



February 23, 2021

**DIVISION MEMORANDUM**  
No. 120, s. 2021

**REASSIGNMENT ORDER**

To: **MR. JOEL A. CARTAJENA**  
Head Teacher II

1. 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**.
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 **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: 2/23/21

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
68200  
DATE: 23 FEB 2021 TIME: 4:25  
BY: