



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



February 23, 2021

DIVISION MEMORANDUM
No. 122, s. 2021

REASSIGNMENT ORDER

To: **MRS. TITA T. HERAMIZ**
School Principal II

1. In the exigency of the service, you are hereby **REASSIGNED** as **School Principal II** from **Ruparan Elementary School, Digos Occidental District, Ruparan, Digos City** to **Damñas Elementary School, Digos Occidental District, Goma, 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 **Ruparan 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:

2/24/2021
Date

CepEd Schools Division of Digos City
RECORDS SECTION

RELEASED *68205*

DATE: 23 FEB 2021 TIME: 4:27 pm

BY: _____