



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

DIVISION MEMORANDUM
No. 241, s. 2021

April 22, 2021

REASSIGNMENT ORDER

To: **MERLYN E. OBENZA**
Administrative Assistant III

1. In the exigency of the service, you are hereby **REASSIGNED** to the **Human Resource Unit** of this Schools Division Office, Roxas Street, Digos City effective immediately considering your experience and skill in personeling and document assessment.
2. It is understood that, aside from this Order, you shall be given additional assignments/tasks and/or reassigned/deployed within the Schools Division of Digos City as the need arises.
3. It is enjoined that you will conduct an inventory of the documents in your custody which shall be turned over to your successor during his/her assumption to duty.
4. This Reassignment Order shall remain valid until revoked by the Schools Division Superintendent.
5. For immediate dissemination and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Conforme:

Date

