



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 494, s. 2021

July 30, 2021

RECALL OF THE REASSIGNMENT ORDER DATED FEBRUARY 24, 2020

To: **MR. RAMEL R. BACAMANTE**
Administrative Assistant II

1. Relative to your letter dated July 26, 2021 and in the exigency of service, your reassignment order to the Division Office dated February 24, 2020 is hereby revoked. You shall **RETURN** to your original station which is **RUPARAN NATIONAL HIGH SCHOOL** and do the task indicated in the Position Description Form attached to your position, effective August 2, 2021.
2. It is enjoined that you will have the proper turn-over of documents to the assigned receiving personnel of the Accounting Section.
3. For immediate dissemination and strict compliance.

CRISTY C. EPE
Schools Division Superintendent 



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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



DIVISION MEMORANDUM
No. 127, s. 2020


February 24, 2020
9

REASSIGNMENT ORDER

To: **JANICE C. BARITUA – Administrative Assistant III**
RAMEL R. BACAMANTE – Administrative Assistant II
JOHN PAUL R. CAMINGAWAN – Administrative Assistant II

1. In the exigency of the service and in view of the Audit Observation Memorandum (AOM) issued by the Commission on Audit which need to be addressed immediately, you are hereby directed to report to the Schools Division Office, particularly at the Accounting Section, under the supervision of the Accountant III who will assign you specific tasks to speed up processing and address backlogs in the Accounting Section which were subject of the abovementioned AOMs.
2. This Memorandum shall take effect immediately.
3. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED 54544
DATE: 24 FEB 2020 TIME: 1:25
BY: 

Encls: Division Memorandum
References: Division Memorandum issued on 19 February 2020
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Reassignment Order

Windows User: Reassignment Order
19 February 2020



Republic of the Philippines
Department of Education
DAVAO REGION
SCHOOLS DIVISION OF DIGOS CITY

LETTER OF INTENTION TO REPORT TO RUPARAN NATIONAL HIGH SCHOOL AS
SCHOOL ADMINISTRATIVE ASSISTANT II

July 26, 2021

CRISTY C. EPE

Schools Division Superintendent
Schools Division of Digos City
Cor., Roxas-Lopez Jaena Sts. Digos City

Dear SDS EPE:

Greetings!

I have been reassigned to Schools Division Office last February 20, 2020. My experience in the SDOs has been very facilitating and helping me a lot to improve myself and my work ethics. I have done several accomplishment complying AOM reports for 2013 to 2017 most of these are DTRs and Leave Forms.

As per records, I have been working as *Receiving Officer* in the Accounting section and *Designated Disbursing Officer* of Ruparan National High School from 2020 to present.

My intention to report to my official station is due to the following:

- 1) The Accounting Section understaffing issues were already been resolved due to the hiring of additional accounting staff by placing Administrative Officer II personnel,
- 2) To submit on time the Plans and Projects of the school such as but not limited to (AIP, APPGPBB, APPCSE, PPMP, RCA, PRs and liquidation reports) and other financial reports of both *JHS and SHS*,
- 3) To act as the official *Liason Officer* of the school part of my duty as a non-teaching personnel
- 4) To assist the School Principal in doing clerical works such as School Memorandum and other school communication, and
- 5) To monitor my family especially my 4 months old newborn and 2-year-old child since we are residing in Brgy. Ruparan, of which our Official station (with my wife) is closely adjacent to the school at 10 meters distance away from the school fence.


May this letter be given favorable attention and consideration.


Thank you Mam Cristy. God bless your excellent and compassionate leadership.

Truly yours,


RAMEL R. BACAMANTE
Administrative Assistant II

Recommended by:


NORELIZA A. MISAL, CPA
Division Accountant III
Accounting Section


RAQUEL L. CEDEÑO, EdD
School Principal II
Ruparan National High School