

#### Republic of the Philippines

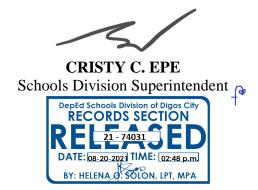
# Department of Education region xi schools division of digos city

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.







Republic of the Philippines

#### Department of Education

Region XI

## SCHOOLS DIVISION OF DIGOS CITY

Digos City



**DIVISION MEMORANDUM** No.<u>127</u>, s. 2020

February 24, 2020  $\mathscr{D}$ 

#### 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

SepEd Schools Division of Digos City RECORDS SECTION

Encls:

Division Memorandum

Division Memorandum issued on 19 February 2020 References: 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,
- 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:

NORELIZATION SAL, CPA
Division Accountant III
Accounting Section

RAQUELL. CEDEÑO, EdD

School Principal II Ruparan National High School