



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

Office of Schools Division Superintendent

DIVISION MEMORANDUM
No. 573, s. 2021

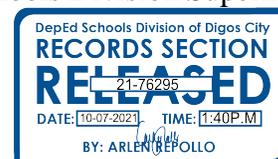
October 7, 2021

REASSIGNMENT ORDER

To: **APRIL ROSE A. ALCALA**
Administrative Officer II

1. In adherence to the Division Office's direction towards effective and efficient Asset Management, the undersigned hereby assigns you to the Asset Management Section to assist the Administrative Officer IV in the preparation of systems, processes and reports of that Section.
2. You shall assist in the preparation of Division Annual Procurement Plan and other required reports for submission to COA and other oversight committees, assist in the monitoring of the performance of suppliers and satisfaction management and staff on procured resources for feedback to suppliers towards continuous improvement.
3. In view thereof, you shall report to Mr. Marcelino Ranollo, Jr., the Asset Management Section Head, upon receipt of this Order.
4. For your information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent



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