



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

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**DIVISION MEMORANDUM**  
No. 603, s. 2021

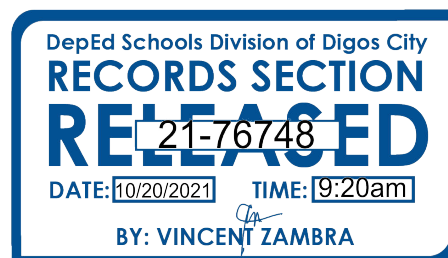
October 19, 2021

**RECALL ORDER**

To: **MRS. JANICE C. BARITUA**  
Administrative Assistant III

1. In the exigency of service, your Reassignment Order dated February 24, 2020 reassigning you to the Schools Division Office is hereby revoked. Thus, you are directed to **RETURN** to your official station at **KAPATAGAN NATIONAL HIGH SCHOOL, Kapatagan, Digos City** effective October 25, 2021 to do the task indicated in the Position Description Form attached to your position.
2. It is enjoined that you will have proper indorsement of the different tasks assigned to you, such as: for the processing of salary differential to Genie D. Pius; maintenance of the Trust Fund account including the preparation of financial reports, disbursement vouchers and EFRS maintenance to Bonafe Cathrine B. Rabaya; and the checking of liquidation documents of ten (10) schools to Noreliza A. Misal who will distribute evenly to the 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  
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**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