



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

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**DIVISION MEMORANDUM**  
No. 042, s. 2021

December 20, 2021

**REASSIGNMENT ORDER**

To: **VINCENT S. ZAMBRA**  
Administrative Assistant III

1. In the exigency of service, you are hereby **REASSIGNED** to the **Records Section** on full time capacity of this Schools Division Office, Roxas Street, Digos City effective immediately.
2. It is enjoined that you will conduct an inventory of the documents in your custody at the HR Office which shall be turned over to your successor during his/her assumption to duty.
3. This Reassignment Order shall remain valid unless revoked by the Schools Division Superintendent.
4. For immediate dissemination and strict compliance.

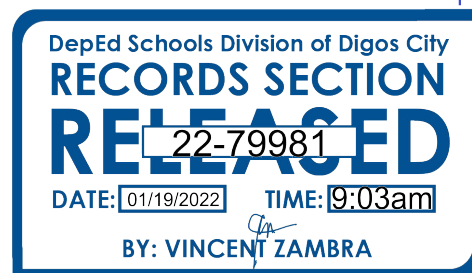
**CRISTY C. EPE**  
Schools Division Superintendent 

Conforme:

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Date



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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