



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

Office of Schools Division Superintendent

DIVISION MEMORANDUM
No. 257, s. 2022

April 28, 2022

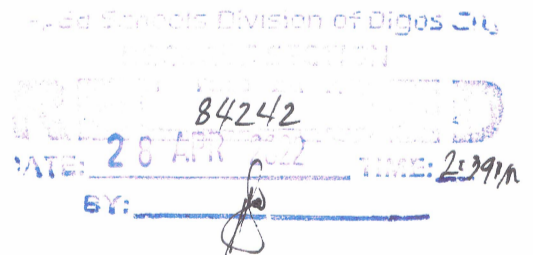
REASSIGNMENT ORDER

To: **MARCELINO E. RANOLLO, JR.** -  4/28/22
Administrative Officer IV

1. In exigency of service, the undersigned hereby reassigns you to the Administrative Services to assist the Administrative Officer V-Admin in its preparation of systems, processes and reports.
2. In view thereof, you are hereby directed to report to Mr. Francis Jude D. Alcomendras., the Administrative Services Unit Head, upon receipt of this Order. Upon assumption to duty, you shall discuss with the Unit Head your new duties and responsibilities that will form part in your new Individual Performance Commitment and Review (IPCR) which shall be approved by the Assistant Schools Division Superintendent.
3. For your information and strict compliance.



CRISTY C. EPE
Schools Division Superintendent



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