



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

Office of Schools Division Superintendent

DIVISION MEMORANDUM
No. 265, s. 2022

April 28, 2022

REASSIGNMENT ORDER

To: **JOEL E. ESTOMO**
Administrative Assistant II

Joel Estomo 4-29-2022

1. In the exigency of the service, the undersigned hereby reassigns you to the Administrative Services to assist the Administrative Officer V-Administrative Section in one of his key results areas which is the maintenance of the SDO grounds and facilities and other task as maybe assigned by your immediate supervisor.
2. In view thereof, you are hereby directed to report to Mr. Francis Jude D. Alcomendras., the Administrative Services Unit Head as your immediate supervisor, 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.

[Signature]

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
84317
DATE: 29 APR 2022 TIME: 4:30 PM
BY: *[Signature]*



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