



RECORDS FILES

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

Office of Schools Division Superintendent

DIVISION MEMORANDUM
No. 266, s. 2022

April 28, 2022

REASSIGNMENT ORDER

To: **GUY R. MARA-ASIN**
Administrative Officer II

[Handwritten Signature] 05.02.2022

1. In the exigency of the service, the undersigned hereby reassigns you to the Human Resource Section to assist the Administrative Officer IV in the verification of loans, the maintenance and updating of the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) excel copy and updating of the Human Resource Information System (HRIS) and other tasks as maybe assigned by your superior.
2. In view thereof, you are hereby directed to report to Ms Myhrra Faye C. Llanos, the Personnel Section Head, upon receipt of this Order. Upon assumption to duty, you shall discuss with the Section 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.

[Handwritten Signature]

CRISTY C. EPE
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
84316
DATE: 29 APR 2022 TIME: 4:38 PM
SY: *[Handwritten Signature]*



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