



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-001

To : HELENA O. SOLON
Administrative Officer II

Subject : REASSIGNMENT ORDER

Date : January 03, 2023

In exigency of service and in preparation for your deployment to the District Office, you are hereby **REASSIGNED** to the **Human Resource Section** of the Administrative Services to be trained in the task related to the Human Resource function indicated in your compendium.

It is enjoined that you will conduct an inventory of the documents in your custody at the Records Section which shall be turned over to your Head of section.

In view thereof, you are directed to report to Mrs. Myhrra Faye C. Llanos, the Human Resource Section Head, upon receipt of this Order. Upon assumption to duty, you shall conduct a target setting with the Section Head of your new IPCR which shall be approved by the Administrative Officer V-Administrative Services.

This Reassignment Order shall remain valid unless revoked by the Schools Division Superintendent.

For your information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-95939
DATE: JAN 04 2023 TIME: 4:07p
BY:

Conforme:

Date

OSDS/HR/MFL



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396