



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 019

To : **ELEGIO L. PLANAS**
School Principal I

Subject : **REASSIGNMENT ORDER**

Date : January 18, 2023

In the exigency of service, you are hereby **REASSIGNED** as School Principal I of **Cogon Elementary School**, Digos Oriental District, Barangay Cogon, Digos City.

It is understood that, aside from this Order, you shall be given additional assignments/tasks and/or reassigned/deployed within the area of responsibility of the Division of Digos City as the need arises.

Please clear yourself of money and property accountabilities from Digos Occidental District Office and turn over the same to the Public Schools District Supervisor. Further, you are to submit to the Administrative Officer V the clearance and the date of installation for purposes of updating the Human Resource Information System and your 201 file.

With this, you shall also prepare the necessary documents needed for your application for the fidelity bond.

This **Reassignment Order** shall take effect immediately and remains valid until revoked by a subsequent memorandum from the Office of the Schools Division Superintendent.

For strict compliance.

CRISTY C. EPE
Schools Division Superintendent

Cc: Concerned PSDS
Conformed:
ELEGIO L. PLANAS
Date: 01/23/23

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
23-94635
DATE: JAN 20 2023 TIME: 2:05 PM
BY:

OSDS/ADMIN /HR/ mfl



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