



98201

Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 035

To : **AIMEE AMOR C. PORTO**
School Principal II

Subject : **REASSIGNMENT ORDER**

Date : February 20, 2023

In the exigency of service, you are hereby **REASSIGNED** as **SCHOOL HEAD** of **Soong National High School**, Barangay Soong, Digos City to **Senior High School in Digos City**, Barangay Igpit, 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 **Soong National High School** and turn over the same to the incoming School Head of that school. 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.

This **Reassignment Order** shall take effect March 1, 2023 and remains valid until revoked by a subsequent memorandum from the Office of the Schools Division Superintendent.

For strict compliance.

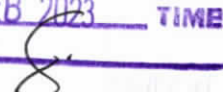

CRISTY C. EPE
Schools Division Superintendent

Cc: Concerned PSDS

Conforme:

Date

OSDS/ ADMIN / HR/ mfl

JepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
23-98201
DATE: 21 FEB 2023 TIME: 4:30pm
BY: 



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