



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2023- 038

To : **RIZZA L. VILLALUNA**  
School Principal II

Subject : **REASSIGNMENT ORDER**

Date : February 20, 2023

In the exigency of service, you are hereby **REASSIGNED** as **SCHOOL HEAD** of **Goma National High School**, Barangay Goma, Digos City to **Igpit National High School**, 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 **Goma 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

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
23-98204  
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