

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

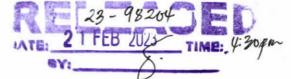
Cc: Concerned PSDS

Conforme:

Date

OSDS/ADMIN/HR/mfl

RECORDS SECTION





Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396