



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

104218

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2023-133

To : **AVYELLE R. BACUGAN**
TEACHER I

Subject: **REASSIGNMENT ORDER**

Date : June 27, 2023

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER I** from **Apolandia Elementary School** to **Necencio A. Isidro Elementary School, Mt. Apo District**, Brgy. Kapatagan, Digos City.
2. It is understood that, aside from this Order, you shall be given additional assignments/tasks and/or reassigned/deployed within the Schools Division of Digos City as the need arises.
3. Please clear yourself of money and property responsibilities from your current school and turn over properties issued to you to your School Head. Consequently, you are advised to submit to the Office of Administrative Officer V and the School Head of Necencio A. Isidro Elementary School your clearance indicating the date of installation for purposes of updating the Human Resource Information System and your 201 files in this office.
4. This **Reassignment Order** shall take effect upon assumption to duty and remains valid until revoked by the Office of the Schools Division Superintendent.
5. For strict compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
OIC - Schools Division Superintendent

Conforme:

Avyelle R. Bacugan
Date: 07/03/2023

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED 23-104218
DATE: JUL 03 2023 TIME: 11:19am
BY: *[Signature]*



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City, Davao del Sur

June 14, 2023

AVYELLE R. BACUGAN
Purok Mt. Apo 1,
Barangay Kapatagan, Digos city

Madam:

This pertains to your letter dated June 6, 2023 requesting to be reassigned from Apolandia Elementary School, Sitio Mainit, Kapatagan, Digos City to Necencion A. Isidro Elementary School, Sitio Campo, Kapatagan, Digos City due to health condition and nearness of the school to your residence.

The OIC-Schools Division Superintendent had no objection to your request.

As such, your request will be forwarded to the Human Resource Merit Selection Board for proper deliberation and recommendation.

For your proper guidance.

God bless you.

Very truly yours,

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC- Schools Division Superintendent

DepEd Schools Division of Digos City

23-103214
DATE: 14 JUN 2023
BY: *[Signature]* 4:00

AVYELLE R. BACUGAN

Purok Mt. Apo 1, Kapatagan, Digos City, Davao del Sur

09510479141

avyelle.bacugan@deped.gov.ph

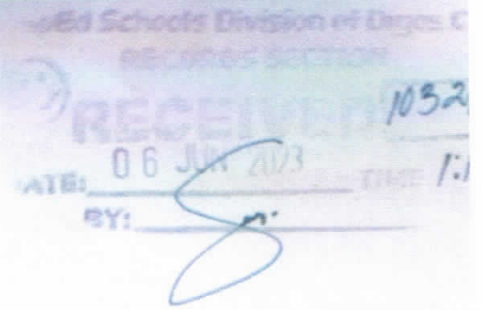
June 6, 2023

MELANIE P. ESTACIO, Ph.D., CESO VI

OIC Schools Division Superintendent

Division of Digos City

Roxas Street, Digos City, Davao del Sur



Madame:

Pleasant Greetings!

I, **Avyelle R. Bacugan**, as designated elementary school teacher at Apolandia Elementary School, Sitio Mainit, Kapatagan, Digos City hereby submit my intent to request for transfer to Necencio A. Isidro Elementary School, Sitio Campo, Kapatagan, Digos City with the following reasons:

1. I am currently residing in Purok Mt. Apo 1, Kapatagan, Digos City. The long travel from Sitio Mainit to my house is risky for my health as I am so prone to any illnesses because of the very cold weather. In addition to this, weather conditions make travel dangerous as roads can be not safe, especially during rainy days and I am afraid of the possible incidents that will happen along my way.
2. Transferring to a nearer school will help me to take good care of my health, and for this reason, I wish to be assigned to a school near our residence.

I am requesting for your favorable action regarding to my request. If granted, I will forever be grateful for your consideration and understanding to my situation.

Thank you very much and more power!


Respectfully yours,


AVYELLE R. BACUGAN

Elementary School Teacher I

Noted:

Approved:


CHERRY ROSSETTE E. OLIVA
Public Schools District Supervisor

MELANIE P. ESTACIO, Ph.D., CESO VI
OIC-Schools Division Superintendent