



23-104468

Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2023- 173

To : **RALPH DALE A. QUION**
TEACHER I

Subject: **REASSIGNMENT ORDER**

Date : August 9, 2023

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER I** from **Matti Elementary School, Mt. Apo District, Brgy. Binaton, Digos City** to **Digos City Central Elementary School, Digos Occidental District, Brgy. Zone I, 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 District 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 Digos City Central Elementary School your clearances indicating the date of assumption for purposes of updating the Human Resource Information System and your 201 files in this office.
4. This **Reassignment Order** shall take effect on upon assumption to duty to your new school and district assignment 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.

Ralph Dale A. Quion

08-14-2023

Date

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
23-106468
DATE: AUG 11 2023 TIME: 9:10
BY: *[Signature]*



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