



23-106467

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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DIVISION MEMORANDUM**  
OSDS-2023- 174

To : **MARY JIMZ C. ABELLON**  
TEACHER III

Subject: **REASSIGNMENT ORDER**

Date : August 9, 2023

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER III** from **Matti Elementary School, Mt. Apo District, Brgy. Binaton, Digos City** to **Ramon Magsaysay Central Elementary School, Digos Oriental District, Brgy. Zone III, 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:

*[Signature]*  
\_\_\_\_\_  
08-14-2023  
Date

JaeEd Schools Division of Digos City  
RECORDS SECTION

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23-106467  
DATE: AUG 11 2023 TIME: 9:03  
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