



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2023- 200

To : **MARK V. CASTAÑARES**
Administrative Officer II

Subject : **REASSIGNMENT ORDER**

Date : August 15, 2023

1. In exigency of service, you are hereby reassigned as **Administrative Officer II** from the Schools Division Office to **Igpit Elementary School, Digos South District, Barangay Igpit, Digos City**.
2. As such, you are to perform the duties and functions stipulated in the compendium (Job Description Version 2) of **Administrative Officer II**, involving the following:
 - a. **PERSONNEL ADMINISTRATION** which includes Recruitment and Selection, Compensation and Benefits and other Human Resource related functions;
 - b. **PROPERTY CUSTODIAN**; and
 - c. **GENERAL ADMINISTRATIVE SUPPORT**.
3. You shall perform functions relative procurement of school supplies and equipment including the procurement of materials for repairs of school facilities.
4. You shall assist the School Head in the monetary transactions of the school which includes, but not limited to, the preparation of pertinent documents in the liquidation of cash advances/downloaded funds to the school. Further, you shall also assist the School Head in the preparation of the School Improvement Plan, Annual Improvement Plan, School Forms, Project Procurement Management Plan, School-Based Management Program, School Report Card, Customer Satisfaction Survey, etc.
5. You shall be responsible in the preparation of the Daily Time Records (DTRs) with attachment, like Form 6, Travel Authority, Certificate of Appearance, etc. of the school personnel and submit the same to the Schools Division Office for the verification of their DTRs in the Schools Division Office Payrolling System under the supervision of the Administrative Officer V. Further, you shall also be responsible in the inventory of personnel compliment of your school for career advancement and the maintenance of the 201 files of the personnel






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6. You shall provide general administrative support to School Head and School Personnel like reproduction of learning materials, encoding of reports, preparation of documents, submission of reports in the Schools Division Office and the District Office.
7. It is understood that, aside from this Order, you shall be given additional assignments/tasks to perform other related functions and/or reassigned/deployed within the Schools Division of Digos City as the need arises.
8. Please clear yourself of money and property responsibilities from your current assignment and turn over the same to the School Head. Consequently, you are advised to submit to the Office of Administrative Officer V and the School Head of your current assignment your clearance/s indicating the date of assumption to duty for purposes of updating the Human Resource Information System and your 201 files in this office.
9. This **Reassignment Order** shall take effect upon assumption to duty to your new school and district assignment and remains valid until revoked by the Office of the Schools Division Superintendent.
10. For strict compliance.


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

Conforme:



08/16/2023
Date

Schools Division Office of Digos City
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DATE: AUG 16 2023 TIME: 1:08 PM
BY: 