



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



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2023-306

To : **NIÑO VINCENT D. ROJO**
Administrative Aide VI

Subject: **REASSIGNMENT ORDER**

Date : December 11, 2023

1. In the exigency of the service, you are hereby **REASSIGNED** as **ADMINISTRATIVE AIDE VI** from the **Office of the Schools Division Superintendent**, your original deployment, and **Accounting Section**, your present station to the **Asset Management Unit of the Administrative Services Section** of this **Schools Division Office**.
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 present station and submit it to the Office of the Administrative Officer V. Upon assumption to duty, discuss the Key Result Area (KRA) of your present rater which shall be approved by the Administrative Officer V.
4. This **Reassignment Order** shall take effect upon assumption to duty and remains valid until revoked by the Head of Office.
5. For strict compliance.

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

Conforme:
M. Rojo
Date: 12/12/23

Schools Division of Digos City
RECORDS SECTION
RELEASED
23-13639
DATE: DEC 13 2023 TIME: 9:20 am
BY: *[Signature]*

