



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2024-239

To : **DOLOR O. MONTECALVO**
TEACHER III

Subject: **REASSIGNMENT ORDER**

Date : 8 August 2024

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER III** from **Kibanban Elementary School, Digos Oriental District, Barangay Sinawilan, Digos City** to **Ramon Magsaysay Central Elementary School, Digos Oriental District, Barangay Zone III, Digos City.**
2. Aside from this Order, you shall be given additional assignments/tasks and/or reassigned/redeployed within the Schools Division of Digos City as the need arises.
3. Please clear yourself of money and property responsibilities from your current School Assignment and turn over the 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 Ramon Magsaysay 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 upon assumption to duty to your new school assignment and remains valid until revoked by the Schools Division Superintendent.
5. For strict compliance.

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

Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: AUG 09 2024 TIME: 2:11 PM
BY: *[Signature]*

Conforme:

Dolor O. Montecalvo
DOLOR O. MONTECALVO
8/13/2024
Date

