



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2024-240

To : **HAZEL C. SALAO**
TEACHER I

Subject: **REASSIGNMENT ORDER**

Date : 8 August 2024

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER I** from **Lungag Elementary School, Digos Occidental District, Barangay Lungag, Digos City** to **San Miguel Elementary School, Digos South District, Barangay San Miguel, Digos City.**
2. 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 and District Assignments 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 San Miguel 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 and district assignments 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

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
71-125476
DATE: AUG 08 2024 TIME: 2:00 PM
BY: *[Signature]*

Conforme: *[Signature]*

08/13/24
Date

