



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-2024-242

To : **SHARMEA C. FORMENTERA**
Teacher III

Subject: **REASSIGNMENT ORDER**

Date : August 13, 2024

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER III** from **Balabag Elementary School, Digos Occidental District, Balabag, Digos City** to **Ruparan Elementary School, Digos Occidental District, Barangay Ruparan, Digos City**.
2. 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 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 Ruparan 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

Conforme:
[Signature]

8/14/24
Date

Schools Division Office of Digos City
RECORDS SECTION
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24-12548J
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