



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM


OSDS-2025-008

To : **EMILY V. IGCALINOS**
Teacher III

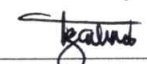
Subject: **REASSIGNMENT ORDER**

Date : January 7, 2025

1. In the exigency of the service, you are hereby **REASSIGNED** from REMEDIOS N. SAPLALA ELEMENTARY SCHOOL, DIGOS SOUTH DISTRICT, MATTI, DIGOS CITY to **MATTI ELEMENTARY SCHOOL, MT. APO DISTRICT, BINATON, DIGOS CITY** as **School Head**.
2. As such you shall perform the duties and responsibilities of a School Head enshrined in Republic Act 9155 known as "*AN ACT INSTITUTING A FRAMEWORK OF GOVERNANCE FOR BASIC EDUCATION, ESTABLISHING AUTHORITY AND ACCOUNTABILITY, RENAMING THE DEPARTMENT OF EDUCATION, CULTURE AND SPORTS AS THE DEPARTMENT OF EDUCATION, AND FOR OTHER PURPOSES*"
3. It is understood that, aside from this Order, you shall be given additional assignments/tasks and/or reassigned/deployed within the Division of Digos City as the need arises.
4. Your earned Service Credits shall be converted into Vacation Leave and Sick Leave pursuant to Civil Service Rules so that you will be entitled to Monetization of Leave Credits. As a School Head, you shall earn Vacation Leave, Sick Leave and Compensatory Overtime Credits pursuant to Civil Service and Department of Education rules and regulations.
5. Please clear yourself of money and property responsibilities and accountabilities from your current School and District Assignments before reporting to your new school assignment. As such, you are advised to submit to the Office of Administrative Officer V your clearances with date of assumption to duty for purposes of updating our Human Resource Information System (HRIS).
6. This **Reassignment Order** shall take effect on upon assumption to duty at your new school assignment and remains valid until revoked by the Schools Division Superintendent.
7. For strict compliance.


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

Conforme:



01-07-25
Date

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JAN 07 2025 TIME: 2:10
BY: 