



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-2025-019

To : QUENNIE JOY D. FLORES  
Teacher III

Subject: REASSIGNMENT ORDER

Date : January 8, 2025

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER III** from **Marawer Elementary School, Mt. Apo District, Kapatagan Digos City** to **Ramon Magsaysay Central Elementary School, Digos Oriental District, Barangay Zone II**.
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 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 and district assignments and remains valid until revoked by the Schools Division Superintendent.
5. For strict compliance.

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

Conforme:

\_\_\_\_\_  
Date

Schools Division of Digos City  
RECORDS SECTION  
RELIEVED  
DATE: 09 JAN 2025 TIME: 6:10  
BY: 

