



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- 021

To : **SHEENA KARLA C. RABELO**
 Teacher II

Subject: **REASSIGNMENT ORDER**

Date : January 8, 2025

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER II** from **Matti Elementary School, Mt. Apo District, Barangay Binaton** to **Ruparan Elementary School, Digos Occidental District, Barangay Ruparan**.
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, Ph.D, CESO VI
 Schools Division Superintendent

Conforme:

 Date

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 No. 075
 DATE: 09 JAN 2025 TIME: 6:00
 BY: _____

