



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- 072

To : **MILAFE P. CANTILA**  
Teacher II

Subject: **REASSIGNMENT ORDER**

Date : January 8, 2025

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER II** from **Federico Alferez Elementary School, Digos Occidental District, Barangay Goma** to **San Miguel Elementary School, Digos Oriental District, Barangay San Miguel**.
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 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, Ph.D, CESO VI**  
Schools Division Superintendent

Conforme:

\_\_\_\_\_  
Date

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: 09 JAN 2025 TIME: 6:00  
BY: 

