



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 102

To : **DE JEAN G. AREVALO**
 Administrative Assistant III

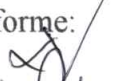
Subject: **WORK ARRANGEMENT**

Date : March 13, 2025

1. In the exigency of the service, you are hereby directed to report to Cash Unit of this Schools Division Office for four days to perform the duties and functions of the said office beneficial to the SDO in concurrence with your present responsibilities at your school of assignment as Administrative Assistant III in which you shall report to school for one day.
2. As such, you shall discuss with the SDO Cashier on the days of work when your presence is very essentials which shall be communicated to your school head. Based on this Order, you shall log your presence properly in the biometric clock of this office and time shall be merged with your monthly Daily Time Record signed the your School Head before submitting the same to this office.
3. This **Work Assignment Order** shall take effect upon assumption to duty and remains valid until revoked by the Schools Division Superintendent. Kindly submit a copy of this order to your School Head for proper information.
4. For strict compliance.


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

DepEd Schools Division of Digos City
 RECORDS SECTION
 03 250 70731
 RECORDED
 DATE: MAR 18 2025 TIME: 4:20
 BY: 

Conforme: 

 27/19/25
 Date

