



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
OSDS-2025-224

To : **MELODINA P. GATCHALLAN**
TEACHER III


Subject: **REASSIGNMENT ORDER**

Date : 06 August 2025

1. In the exigency of the service, you are hereby **REASSIGNED** as **TEACHER III** from **Mahayahay Elementary School**, Digos Occidental District, Barangay Mahayahay, Digos City to **Jolencio Alberca Elementary School**, **Digos Occidental District**, **Barangay Tres de Mayo**, Digos City.
2. Aside from this Order, you shall be given additional assignments/tasks and/or reassigned/redeployed within the Schools Division of Digos City as the need arises.
3. Please turn over the properties issued to you to your School Head and clear yourself of money and property accountabilities and responsibilities from your current school assignment. Likewise, you shall submit your clearance indicating the date of assumption to duty to your new school assignment to the Administrative Officer V and the School Head of **Jolencio Alberca Elementary School** for purposes of updating the Human Resource Information System and your 201 files in this Schools Division Office.
4. This **Reassignment Order** shall take effect upon assumption to duty at your new school assignment 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:


8/7/2025
Date

Schools Division Office of Digos City
RECORDS SECTION
RELEASED
DATE: AUG 07 2025 TIME: 10:00 AM
BY: 