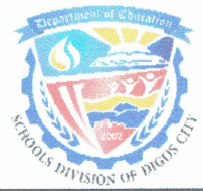




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 057A, s. 2018

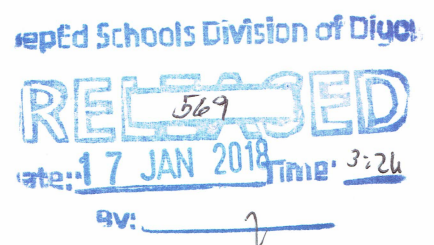
January 17, 2018

REVOCATION OF MEMORANDUM DATED NOVEMBER 8, 2016 AND
MODIFICATION OF ASSIGNMENT ORDER DATED NOVEMBER 15, 2016, RE:
ASSIGNMENT AT MATTI NATIONAL HIGH SCHOOL (SENIOR HIGH SCHOOL)
MATTI, DIGOS CITY

To: **MANNE JAMES R. ORTIZ**
Administrative Assistant II (Senior High School)

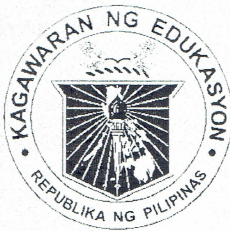
1. In view of the approval of your appointment on November 15, 2016 with a permanent status as Administrative Assistant II (Senior High School) of Matti National High School (Senior High School), Matti, Digos City; and, the additional function to report to the Cashier's Office of this Schools Division Office as provided in the Assignment Order issued on November 15, 2016 and reiterated in the Memorandum dated November 18, 2016 due to the absence of your replacement, this Memorandum is hereby issued directing you to report to Matti National High School (Senior High School).
2. The appointment of Ms. Sheena A. Asarak as Administrative Aide VI on April 20, 2017 and her continued training and familiarization of her work at the Cashier's Office shall be an appropriate ground for relief from the said office.
3. Hence, the Memorandum issued on November 18, 2016 is hereby revoked; and, the Assignment Order issued on November 15, 2016 is hereby modified by deleting the last paragraph. As such, you shall report on **January 22, 2018 to Matti National High School (Senior High School)**, Matti, Digos City, to perform the duties and responsibilities attached to your position and other related works as may be assigned to you.
4. Kindly accomplish the Division Clearance and submit it to the Administrative Officer V, this Office, before reporting for work to the said school.
5. For strict compliance.

WINNIE E. BATON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent



Encls: Assignment Order dated November 15, 2016 and Memorandum dated November 18, 2016
References: Assignment Order dated November 15, 2016
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Assignment Order at Matti National High School (Senior High School), Matti, Digos City

Windows User: memorandum title
17 January 2018



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division Superintendent

Telefax No.: 0825538396; 0825538376
Email: www.digos.city@deped.gov.ph

November 15, 2016

MANNE JAMES R. ORTIZ
Digos City

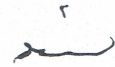
Thru: **JUVIC V. SUCAYRE**
Teacher I/Officer-In-Charge
Matti National High School
Barangay Matti, Digos City

ASSIGNMENT ORDER

In view of the approval of your **Regular Permanent** appointment as **Administrative Assistant II (Senior High School)**, you are hereby advised of your assignment at the **Matti National High School (Senior High School)**, Barangay Matti, Digos City to perform the duties and responsibilities attached to your position and other related functions as may be assigned to you effective **November 15, 2016**.

It is understood that you will be given additional **assignments/tasks** and/or **reassigned/deployed** within the Schools Division of Digos City in the exigency of the service.

In the absence of the Administrative Aide VI in the Cashier's Office, you are hereby directed to report on Tuesdays, Wednesdays and Thursdays of every week at the Cashier's Office to perform your previous duties and responsibilities until a new Administrative Aide VI is hired.

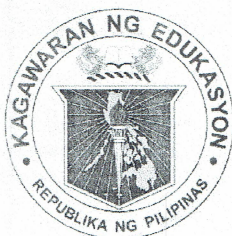

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Conforme:



11/17/16
Date





Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division Superintendent

Telefax No.: 0825538396; 0825538376
Email: www.sdsdigos@yahoo.com

MEMORANDUM

November 8, 2016

TO : **MANNE JAMES R. ORTIZ**
Administrative Assistant II (Senior High School)

FROM : **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent

SUBJECT : ***ORDER TO REPORT TO THE CASHIER'S OFFICE***

DATE : November 18, 2016

In the exigency of the service, you are hereby directed to report to the Cashier's Office of the Schools Division Office to perform the duties and responsibilities of the Administrative Assistant VI which you vacated due to your promotion.

This Order shall take effect immediately until a new Administrative Assistant VI for the said Office shall have been appointed.

This designation does not carry additional compensation or remunerations or even priority for promotion.

For compliance.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Conforme:

Date

