



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



ODIVISION MEMORANDUM
No. 767, s. 2018

August 28, 2018

REASSIGNMENT ORDER

To: **MAILA R. DE LOS REYES – Teacher I**

1. In the exigency of the service, you are hereby **REASSIGNED** as **Teacher I** from **Marawer Elementary School**, Mt. Apo District, Barangay Kapatagan, Digos City to **Necencio Isidro Elementary School**, Mt. Apo District, Barangay Kapatagan, Digos City.
2. 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.
3. Please clear yourself of money and property responsibilities from your current school and district assignment and submit the same with a copy of the is **Reassignment Order signed by your new School Head** to the Administrative Officer V, Schools Division Office, Roxas corner Lopez Jaena Streets, Digos City, upon assumption to duty at your new school assignment .
4. This Reassignment Order shall take effect immediately and remains valid until revoked by the Office of the Schools Division Superintendent.
5. For strict compliance.


WINNIE E. BATON, Ed. D.
Officer in Charge

Office of the Schools Division Superintendent

Conforme:


MAILA R. DE LOS REYES
Signature over Printed Name

August 30, 2018
Date

