



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM
 No. 403 s. 2025

TO : **MALYN E. PETRAS**
Administrative Officer II
Tag-ulo Elementary School

FROM : **JAY S. MONTEALTO, CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : Re-Assignment Order

DATE : June 27, 2025

In the exigency of the service, you are hereby reassigned/transferred to **Masidlakon Elementary School** effective after the 1-week transition period or June 30, 2025. It is expected that you turn-over all pertinent documents and train/orient the new Non-teaching Personnel assigned in your school.

Any isolated extension of turnover period must be justified in writing subject to the approval of the Schools Division Superintendent (SDS).

It is understood that you shall secure clearance on property and monetary accountabilities from your office.

For guidance and compliance.

Cc:

- ASDS
- CID
- SGOD
- Accountant III
- Budget
- AO V
- AO IV (Personnel)
- Planning Office
- One-time cleansing Committee
- Cash Section

Department of Education
 Division of Dapitan City
RELEASED
 NO 403 DATE 6/27/25
 TIME 9:10 BY [Signature]

