



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

Office of the Schools Division Superintendent

MEMORANDUM

No. 319 s. 2022

TO : ERICO S. CARREON
Head Teacher II
Dapitan City Central School
Dapitan Central District

FROM : FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

SUBJECT : Re-assignment Order

DATE : August 15, 2022

In the exigency of the service, you are **re-assigned effective August 16, 2022** from Dapitan City Central School, Dapitan City Central District to **Barcelona District, specifically to process the re-establishment of CABAGONAN ELEMENTARY SCHOOL**, Cabagonan, Ba-ao, Dapitan City to provide better access to school age children in Cabagonan.

You have to directly submit your **Daily Time Record** and **Daily Time Log** of the activities in processing the re-establishment of Cabagonan ES **every 15th and 30th/31st day of the month** to the Office of the Schools Division Superintendent as supporting documents for your salary and other benefits. Failure to do so or insufficient proofs of activities, the Office shall withhold your salaries and other benefits.

For your guidance and compliance.

Cc:

ASDS
CID
SGOD
Accountant III
AO V
PSDS Aranas
PSDS Gahuman
Principal Esmade



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