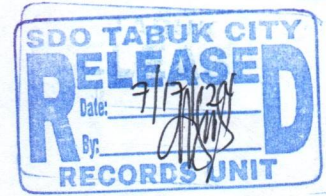




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga




July 17, 2024

Division MEMORANDUM
No. 208, s. 2024

**SUSPENSION AND CANCELLATION OF REASSIGNMENT ORDERS
OF TEACHING PERSONNEL**

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads
Administrative Officers
All other concerned

1. Civil Service Commission (CSC) Memorandum Circular (MC) 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Rule IV, Sections 13, Item a defined reassignment as the movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.
2. The aforementioned CSC MC further stipulates that reassignments of employees with station-specific place of work indicated in their respective appointments (PSIPOP) within the geographical location of the agency shall be allowed only for a maximum period of one (1) year. The restoration or return to the original post/assignment shall be automatic without the need of any order of restoration/revocation of the order of reassignment.
3. Hence, to ensure efficiency in the governance of the delivery of basic education services in the Schools Division of Tabuk City, all teaching personnel in the secondary schools of the Schools Division of Tabuk City regardless of position and rank is ordered to report to their respective station stated in the Personal Services Itemization Plantilla of Personnel effective July 22, 2024.
4. This is to provide an avenue for top management to study the current organizational structure in the schools and learning centers and develop mechanisms to address significant issues in the placement of personnel.
5. Widest dissemination of and compliance with this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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