**DR. JOSÉ GUILLERMO ADAME CALDERÓN,**

FOLIO:

**SECRETARIO DE EDUCACIÓN DEL ESTADO,**

**PRESENTE.**

## DATOS DEL SUSTITUÍDO

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| Nombre: | BERTHA ADRIANA RODRIGUEZ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CURP: | ROXB660927MCHDXR01 | | | | | | | | | | | | | | | | | | RFC: | | | ROBE660927K5A | | | | | | | | | | | | |
| Nivel educativo: | | | | EDUCACION ESPECIAL | | | | | | | | | | | | | | | Número de horas: | | | | | | | | |  | | | | | | |
| Categoría o puesto: | | | | | | SECRETARIA DE APOYO | | | | | | | | | | | | | Asignatura: | | | | | | | |  | | | | | | | |
| Clave (s) presupuestal: | | | | | | | | 071004A0380300.0200009 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Nombre del CT: | | | | | USAER No. 39 | | | | | | | | | | | | | Turno: | | | | | | Matutino | | | | | | | Horario: | |  | |
| Clave del CT: | | | 10FUA0039Z | | | | | | | | | Zona económica: | | | | | II | | | | Zona escolar: | | | | | | | | 4 | | | Sector: | |  |
| Domicilio: | | MARCACITA Y AGUAMARINA S/N FRACC. JOYAS DEL VALLE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Población: | | DURANGO, DGO. | | | | | | | | | | | | | | | | | | Pagaduría: | | | | |  | | | | | | | | | |
| Tipo de movimiento: | | | | | | | LIC. DE GRAVIDEZ | | | | | | | | Efectos desde: | | | | | | | | 04/09/2025 | | | | | | | Hasta: | | 21/09/2025 | | |
| Documentación anexa: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Descuentos personales: | | | | | | | | | |  | Si | |  | No | | Tipo de descuento: | | | | | | | | | |  | | | | | | | | |

**DATOS DE LA PERSONA PROPUESTA PARA FILIACIÓN**

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| Nombre: | SUSANA MANUELA MACIAS GARCIA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CURP: | MAGS931024MDGCRS08 | | | | | | | | | | | | RFC: | | MAGS931024622 | | | | | | | | | | | | |
| Estado civil: | | | | |  | | Casado (a) | |  | Viudo (a) | | | |  | Divorciado (a) | | | | | | | X | Soltero (a) | | | | |
| Domicilio: | | SILVESTRE REVUELTAS 800 JOSE ANGEL LEAL VICTORIA DE DURANGO DURANGO C.P. 34206 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Población: | | DURANGO, CEL 618 319 7253 | | | | | | | | | | Pagaduría: | | | | |  | | | | | | | | | | |
| Nivel de estudios: | | | | | |  | | | | | Lugar de nacimiento: | | | | | | |  | | | | | | | | | |
| Clave (s) presupuestal: | | | | | | | 241004A0380300.0200009 | | | | | | | | | | | | | | | | | | | | |
| Asignatura: | |  | | | | | | | | | | | | | | | | Número de horas: | | | | | | | |  | |
| **DESCRIPCION DE MOVIMIENTO A CUBRIR** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Documentación anexa para el trámite de filiación: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | X | Acta de Nacimiento | X | CURP | X | Certificado médico | X | Carta de no antecedentes penales | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | X | Comprobante de estudios |  |  | Cartilla del servicio militar | X | Compatibilidad | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tipo de movimiento: | | | | | | ALTA INTERINA EN GRAVIDEZ | | | | | | Efectos desde: | | | | 03/09/2025 | | | | | Hasta: | | | | 09/10/2025 | | |
| Clave del CT: | | | 10FUA0039Z | | | | | Zona económica: | | | | II | | | Zona escolar: | | | | | 4 | | | | Sector: | | |  |
| Nombre del CT: | | | | USAER No. 39 | | | | | | | | | | | | | | | | | | | | | | | |
| Domicilio: | | | | MARCACITA Y AGUAMARINA S/N FRACC. JOYAS DEL VALLE | | | | | | | | | | | | | | | | | | | | | | | |
| Población: | | DURANGO, DGO. | | | | | | | | | | | | | Pagaduría: | | | |  | | | | | | | | |
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OBSERVACIONES: CON EL NO. 11 Y FOLIO 10AEB252600024831852 DE LA RELACION ADMISIÓN.EDUCACIÓN BÁSICA.DOCENTE.EDUCACIÓN ESPECIAL.EDUCACIÓN ESPECIAL

Atentamente,

Victoria de Durango, Dgo., a 24 de septiembre del 2025

**DRA. LUZ MARIA DEL PILAR VERGARA MONTELONGO,**

**JEFA DEL DEPARTAMENTO DE EDUCACION ESPECIAL**

Vo. Bo. del Nivel Educativo

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| **ENTIDAD:** | **SECRETARÍA DE EDUCACIÓN** | | **ENTIDAD:** | **DURANGO** |  | **U.D.** | 008 |  | **ZONA:** | 4 |  | **FOLIO:** |  |
| MACIAS | | GARCIA | | | SUSANA MANUELA | | | |  | | **R.F.C. :** | MAGS931024622 | |
| **APELLIDO PATERNO** | | **APELLIDO MATERNO** | | | **NOMBRE(S)** | | | |  | |  | | |
| **DOMICILIO:** | SILVESTRE REVUELTAS 800 JOSE ANGEL LEAL VICTORIA DE DURANGO DURANGO DURANGO C.P. 34206 | | | | | | | | | | | | |

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| SOLICITA SE LE AUTORICE LA COMPATIBILIDAD DE LOS SIGUIENTES EMPLEOS Y/O CONTRATOS. | | | | | | | | | | | | | | | | | |  | | |  |  |  | | |  |  | |
| **NOMBRE DE LOS EMPLEOS** | | | **UNIDAD DE ADSCRIPCIÓN, NOMBRE, CLAVE** | | | | | | | | | **FECHA DE ALTA** | | | | | | **TIPO** | | | **PARTIDA** | | | | | **HORARIOS Y TIEMPO** | | |
| **O CONTRATOS** | | |  | | | | | | | | | **DIA** | | **MES** | | **AÑO** | | **DE NOMB.** | | | **Y CLAVE** | | | | | **DE TRASLADO** | | |
| SECRETARIA DE APOYO | | | USAER No. 39 | | | | | | | | | 03 | | 09 | | 2025 | |  | | |  | | | | | **LUNES A VIERNES** | | |
|  | | | MARCACITA Y AGUAMARINA S/N FRACC. JOYAS DEL VALLE | | | | | | | | |  | | **AL** | |  | | 20 | | | 241004A0380300.0200009 | | | | | L - V8:00 - 15:12 | | |
|  | | | DURANGO, DGO. | | | | | | | | | 09 | | 10 | | 2025 | |  | | |  | | | | |  | | |
|  | | | C.T. 10FUA0039Z | | | | | | | | |  | |  | |  | |  | | |  | | | | |  | | |
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| Durango, Dgo., a 24 de septiembre del 2025 | | | | | |  | | | |  | **Vo. Bo.** |  | |  | |  | |  | | |  |  |  | | |  |  | |
|  | |  | |  |  | | | | **VALIDA** | | |  | | |  | |  | |  | SUSANA MANUELA MACIAS GARCIA | | | | | | | | | |
|  |  |  | |  |  | |  |  |  | | |  |  | |  | |  | |  | **NOMBRE Y FIRMA DEL INTERESADO** | | | | | | | | | |
|  |  |  | |  |  | | **L.A. LIZETTE NEVÁREZ CARRERA** | | | | | | | |  | |  | |  |  | | | |  |  | | |  | |
| **AUTORIZA** | | | |  |  | | **SUBDIRECTORA DE PERSONAL ESTATAL** | | | | | | | |  | |  | |  | **CERTIFICA** | | | | | | | | | |
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| **DRA. LUZ MARIA DEL PILAR VERGARA MONTELONGO** | | | | |  | |  | | | | | | | |  | |  | |  |  | | | |  |  | | |  | |
| **JEFA DEL DEPTO. DE EDUC. ESPECIAL** | | | | |  | | **L. A. OLIMPIA YOLANDA MENA SAUCEDO** | | | | | | | |  | |  | |  | **L. I. MINERVA HERRERA CAMARGO** | | | | | | | | | |
| **NOMBRE, FIRMA Y SELLO DEL** | | | | |  | |  |  | **SUBDIRECTORA DE PERSONAL FEDERAL** | | |  |  | |  | |  | |  | **DIRECTORA DE RECURSOS HUMANOS** | | | | | | | | | |
| **RESPONSABLE DEL NIVEL EDUCATIVO** | | | | |  | |  |  |  | | |  |  | |  | |  | |  |  | | | |  |  | | |  | |

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| **MOVIMIENTO POR INCIDENCIA** | | | | | | | | |
| **NOMBRE DEL TRABAJADOR** | **INCIDENCIA** | **C.C.T.** | **FUNCIÓN QUE DESEMPEÑA** | **CATEGORIA HORAS ó PLAZA** | **ASIGNATURA(S)** | **EFECTOS** | **No. PRELACIÓN** | **OBSERVACIONES** |
| BERTHA ADRIANA RODRIGUEZ | LIC. DE GRAVIDEZ | 10FUA0039Z | SECRETARIO(A) | SECRETARIA DE APOYO  071004A0380300.0200009 |  | 04/09/2025  AL  21/09/2025 |  |  |
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| **NOMBRE DEL TRABAJADOR** | **INCIDENCIA** | **C.C.T.** | **FUNCIÓN QUE DESEMPEÑA** | **CATEGORIA HORAS. ó PLAZA** | **ASIGNATURA (S)** | **EFECTOS** | **No. PRELACIÓN** | **OBSERVACIONES** |  |
| SUSANA MANUELA MACIAS GARCIA | ALTA INTERINA EN GRAVIDEZ | 10FUA0039Z | SECRETARIO(A) | SECRETARIA DE APOYO  241004A0380300.0200009 |  | 03/09/2025  AL  09/10/2025 | 11 | FOLIO 10AEB252600024831852  ADMISIÓN.EDUCACIÓN BÁSICA.DOCENTE.EDUCACIÓN ESPECIAL.EDUCACIÓN ESPECIAL |  |
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| COMENTARIOS: SE ANEXA COPIA DEL TITULO COTEJADO, PERFIL, COPIA DEL OFICIO DE ASIGNACIÓN DE VACANTE TEMPORAL. |
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Victoria de Durango, Dgo., a 24 de septiembre del 2025

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| DRA. LUZ MARIA DEL PILAR VERGARA MONTELONGO |  | DR. JESUS MANUEL LUNA ESPINOZA |
| JEFA DEL DEPTO. DE EDUC. ESPECIAL |  | DIRECTOR DE PLANEACIÓN Y EVALUACIÓN |

Valida Estructura Ocupacional

**DIRECCIÓN DE EDUCACIÓN BÁSICA “A”**

**DEPARTAMENTO DE EDUCACIÓN ESPECIAL**

OFICIO DEE//2025

ASUNTO: **OFICIO DE PRESENTACIÓN LABORAL.**

Victoria de Durango, Dgo., a 24 de septiembre del 2025

C. SUSANA MANUELA MACIAS GARCIA

FILIACIÓN: MAGS931024622,

**CLAVE PRESUPUESTAL:**

241004A0380300.0200009,

**P R E S E N T E.**

Con la categoría de SECRETARIA DE APOYO, le notifico que a partir de esta fecha deberá presentarse en el USAER No. 39 con clave de centro de trabajo 10FUA0039Z, turno Matutino con sede en MARCACITA Y AGUAMARINA S/N FRACC. JOYAS DEL VALLE, DURANGO, DGO. , donde desempeñará las funciones de SECRETARIO(A).

Exhortándole para que en esta responsabilidad se desempeñe con entusiasmo y dedicación y al tomar posesión del cargo, deberá notificarlo por escrito a estas oficinas no excediendo de 72 Hrs., con el visto bueno de la autoridad inmediata superior.

NOTA: CUBRE LIC. DE GRAVIDEZ DE C. BERTHA ADRIANA RODRIGUEZ CON EFECTOS DEL 03/09/2025 AL 09/10/2025 EN LA TOMA DE POSESION DEBERA REGISTRAR ESCUELA, GRADO Y GRUPO QUE ATENDERA.

A T E N T A M E N T E ,

**DRA. LUZ MARIA DEL PILAR VERGARA MONTELONGO,**

**JEFA DEL DEPARTAMENTO DE EDUCACIÓN ESPECIAL.**

c.c.p.:C. L.I. MINERVA HERRERA CAMARGO. – Directora de Recursos Humanos.

c.c.p. C.Profr. OSCAR EDUARDO NUÑEZ TAMAYO.- Supervisor(a) de Zona Escolar

c.c.p.:C. .Profra. ROSA ELIA CARRILLO AVILA.- Director(a) del C.T.

c.c.p. MINUTARIO.

LMDPVM/jjca

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| **NO.** | **N O M B R E** | **SUSTITUYE A:** | **TIPO DE MOVIMIENTO** |
| 1.- | SUSANA MANUELA MACIAS GARCIA | BERTHA ADRIANA RODRIGUEZ | LIC. DE GRAVIDEZ |
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DRA. LUZ MARIA DEL PILAR VERGARA MONTELONGO FECHA DE ELABORACIÓN: A 24 de septiembre del 2025

FIRMA DE RESPONSABLE