



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent


**DIVISION ORDER**

No. 0138 s. 2024

**TRANSFER OF OFFICIAL STATION FROM SAN VICENTE ELEMENTARY SCHOOL  
TO CABILI ES AND DIVISION PAYROLL SERVICES UNIT (DPSU)**

To: **ROLLYN MARIE M. DELA GENTE**, Administrative Officer II

1. In the exigency of the service, you are hereby required to report to Cabili Elementary School for one (1) working day each week, ideally on Fridays, and to the Division Payroll Services Unit (DPSU) for the remainder of the working week days, effective July 29, 2024. As such, you are advised to perform therein the duties, functions and responsibilities attached to your position.
2. Further, upon receipt of this order, you are to report to Mrs. Marjorie S. Baldestamon, Principal II, Mr. Neo Carlo R. Magno, AO IV-HRMO and Ms. Jeneces Grace L. Bucan, AO II, for orientation and further instruction.
3. Finally, you are instructed to clear yourself from all financial obligations and property accountabilities in your current work station, and submit to this Office such necessary documents certifying compliance.
4. For strict compliance.

  
**JINKY B. FIRMAN, Ph.D, CESO VI**  
OIC-Assistant Schools Division Superintendent

**RELEASED**

**JUL 25 2024**

RECORDS SECTION-SDO PANABO CITY  
BY: 

cc:

Admin. Office/HRMO/DPSU/Accountant/ Admin. Office/  
Cabile ES School Head/San Vicente ES School Head/File



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph