



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 CABILIES 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

cc:

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

RECORDS SECTION-SDO PANABO CITY
BY 



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