



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

Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 0192 s. 2024

**TRANSFER OF OFFICIAL STATION FROM THE DIVISION ACCOUNTING SECTION  
TO LICANAN ES AND THE DIVISION HUMAN RESOURCE MANAGEMENT  
SECTION**

To: **MA. APRIL JOIE P. DISCAYA**, Project Development Officer I

1. In the exigency of the service, you are hereby required to report to Licanan Elementary School for three (3) working days of the working week and to the Division Human Resource Management Section for the remaining two (2) working days, effective July 29, 2024. As such, you are advised to perform therein the non-teaching tasks, duties, functions and responsibilities.
2. Further, upon receipt of this order, you are to report to Mrs. Iris G. Separis, Head Teacher IV and Mr. Neo Carlo R. Magno, for orientation and further instruction.
3. Furthermore, you must communicate with the abovementioned personnel to determine their preferred schedules.
4. 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.
5. For strict compliance.

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

cc:

Admin. Office/HRMO/DPSU/Accountant/ Admin. Office/  
Licanan ES School Head/File

**RELEASED**

**JUL 25 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 



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