



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0141 s. 2024

**TRANSFER OF OFFICIAL STATION FROM SO. DAVAO NHS TO N.B. GALAPIN ES
AND DIVISION LEGAL SECTION**

To: **CHELSEE GWEN D. MALABAD**, Project Development Officer I

1. In the exigency of the service, you are hereby required to report to N.B. Galapin Elementary School for three (3) working days of the working week and to the Division Legal 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. Lovely Karen C. Melencion, Head Teacher I and Atty. Annalene D. Villanueva, 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

RELEASED

JUL 25 2024

cc:

Admin. Office/HRMO/DPSU/Accountant/ Admin. Office/Legal Office/
So. Davao NHS School Head/N.B. Galapin ES School Head/File

RECORDS SECTION, SDO PANABO CITY
BY 



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