



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0165 s. 2024

WORK ASSIGNMENT

To: **SHEILA MAE C. LAPASA**
Administrative Assistant III

1. In view of your approved appointment as Administrative Assistant III, you are hereby assigned to the **Office of the Schools Division Superintendent (OSDS) - Accounting Section**, this Division, effective immediately.
2. As such, you are directed to report to **Mr. Glenn B. Separis**, Accountant III, for your work orientation and for further instruction.
3. Further, 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 for such.
4. Please be guided accordingly.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

Enclosed: as stated
OSDS/sds/ncm

cc:
ASDS/SGOD/CID/Admin. Office/
HRMO/Budget Officer/Accountant/
Records/Cashier/File

RELEASED

AUG 01 2024

RECORDS SECTION-SDO PANABO CITY
BY 



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