



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

Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 0166 s. 2024

WORK ASSIGNMENT

To: **JESSA A. DUMALAG**  
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 



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