



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

Office of the Schools Division Superintendent

July 30, 2024

**DIVISION ORDER**

No. 0175 s. 2024

**TRANSFER OF OFFICIAL STATION AND TEMPORARY DESIGNATION AS ASSISTANT  
TO THE SCHOOL PRINCIPAL OF LORENZO T. CONCEPCION INTEGRATED SCHOOL**

To: **FLORENCE N. HORTEZA**, Head Teacher III

1. In the exigency of service, you are hereby transferred to Lorenzo T. Concepcion Integrated School, and temporarily designated therein as Assistant to the Office of the School Principal, effective August 19, 2024. As such, you are to perform the following tasks, duties and responsibilities, to wit:
  - i. Assist in the submission and receipt of school documents;
  - ii. Assist in maintaining the cleanliness and orderliness of the school premises;
  - iii. Assist in the prompt payment of mandatory school bills; and
  - iv. Perform duties and tasks as instructed by the School Principal.
2. You are directed to report to Mr. Arnel T. Duropan, Principal II, for your work orientation and for further instruction.
3. Thus, you are instructed to clear yourself from all financial obligations and property accountabilities in your current work station upon receipt of this order, and submit to this Office the documents affirming such compliance.
4. For strict compliance.

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

Enclosed: as stated  
OSDS/sds/ncm

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

**RELEASER**

**AUG 09 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 



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