



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0261 s. 2024

SCHOOL REASSIGNMENT

To: **MARY JEAN P. BALLENA**
 Teacher III

1. In view of your approved request for transfer, you are hereby reassigned to teach at **Kasilak Elementary School**, this Division, effective immediately.
2. As such, you are directed to report to **Ms. Joy D. Cozo**, School Principal of said school, 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

RELEASED

SEP 03 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