



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

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

**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