



Republic of the Philippines

**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

October 7, 2024

**DIVISION ORDER**

No. 0314, s. 2024

**TEMPORARY DESIGNATION AS SPECIAL DISBURSING OFFICER OF  
GLECERIO L. DONDOY CENTRAL ELEMENTARY SCHOOL**

To : **KATHRYN GAE D. JAYOMA**  
Administrative Officer IV

1. In the exigency of service, you are hereby temporarily designated as the Special Disbursing Officer of **Glecerio L. Dondoy Central Elementary School**, effective October 7, 2024.
2. As such, you are advised to perform the financial duties, functions and responsibilities attached to the said designation EXCEPT for the administrative and supervisory functions which are lodged upon the assigned School-in-Charge.
3. This order does not carry with it any remuneration nor priority in promotion, and shall remain in force until revoked in writing by the Head of Office.
4. Travel expenses incurred during the performance of the attached shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. For strict compliance.

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



**RELEASED**

**CCT 09 2024**

RECORDS SECTION-SDO PANABO CITY

BY 

CC:  
Personnel/Accountant III/Cashier/  
Supply Officer/Budget Officer



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