



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

24-17788

Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 0344 s. 2024

**SCHOOL REASSIGNMENT**

To: **JAY C. ALARCON**

Teacher II

1. In view of your approved request for transfer, you are hereby reassigned to teach at **Gredu Elementary School**, this Division, effective immediately.
2. As such, you are directed to report to **Ms. Leonora D. Cafete**, 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/Waterfall ES/Gredu ES

**RELEASED**

**OCT 24 2024**

RECORDS SECTION-SDO PANABO CITY  
BY



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