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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2024-0001

TO : Assistant Schools Division Superintendent
Chief Curriculum Implementation Division
Chief Schools Governance and Operations Division
Administrative Division
LGU Casual, Contract of Service, and Job Order Employees
All Concerned

SUBJECT: RENEWAL OF APPOINTMENT AND CONTRACT OF SERVICE

DATE : November 22, 2024

Please be informed that the following employees under the LGU paid are requesting to report at the 3rd floor City Mayor's Office during your assigned schedule in preparation for the renewal of appointment and contract of service for the second semester of CY 2025. Please see the attached Memorandum for details.

Identified Employees

No.	Name	Office
1	JESSEL MIJARES	SDS OFFICE
2	ALVIN GACUS	Admin.
3	YOLLY YANGKE	Admin.
4	JOHNNA JABAN	Records
5	ELORDE JR. R. EMEGIO	Library Hub

For Information and guidance.

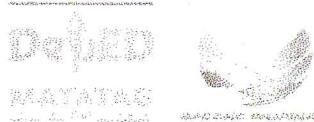
JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

For and in the absence of the Schools Division Superintendent


DJHOANE C. AGUILAR
Education Program Supervisor
Office-In-Charge **RELEASED**

Enclosed: As stated

NOV 25 2024



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

RECORDS SECTION-SDO PANABO CITY
DepEd Panabo City
Empowering Communities in Education
through Journeying, Blending and Fostering commitment in
providing quality education. MATATAG for all



Republic of the Philippines
Province of Davao del Norte
CITY OF PANABO
OFFICE OF THE CITY MAYOR

Service to Panaboans
Service to God
24-21322 808

MEMORANDUM ORDER

No. 1336 Series 2024

TO : ALL CASUAL EMPLOYEES
ALL ADMIN AIDE CONTRACT OF SERVICE
ALL HONORARIUM PAID
This City

DepED DIVISION OF PANABO
RECORDS SECTION

RE NOV 22 2024
Time: 11:28

RE : RENEWAL OF APPOINTMENT AND CONTRACT OF SERVICE

DATE : November 22, 2024

In the exigency of the service, and in preparation for the renewal of appointment and contract of service for the second semester CY 2024, you are hereby directed to report at 3rd floor City Mayor's Office during your assigned schedule, to wit:

Office	Date	Time
CBO CAO CHRMO	Nov. 26, 2024	2:00 pm 2:30 pm 3:00 pm
CPDO CADO CCRO	Nov. 27, 2024	2:00 pm 2:30 pm 3:00 pm
CENRO CASSO CLO	Nov. 28, 2024	2:00 pm 2:30 pm 3:00 pm
CTO CGSO	Nov. 29, 2024	2:00 – 3:00 pm
CHO CSWDO	Dec. 2, 2024	2:00 – 3:00 pm
CAGRO CEO	Dec. 3, 2024	2:00 – 3:00 pm
CEEMDO CMO(CASUAL)	Dec. 4, 2024	2:00 – 3:00 pm
TMU CIO LIBRARY	Dec. 5, 2024	2:00 pm 2:30 pm 3:00 pm
CSU CDRRMO	Dec. 6, 2024	2:00 - 3:00 pm
GAD CYDO	Dec. 9, 2024	2:00 pm
CVS BPLS CDS	Dec. 10, 2024	2:00 pm



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OFFICE OF THE CITY MAYOR

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Service to God*

MUSLIM AFFAIRS TRIBAL OFFICE COA	Dec. 10, 2024	3:00 pm
CHS BANWAG CADAC	Dec. 10, 2024	4:00 pm
CMO EXECUTIVE STAFF (JOB ORDER) NATIONAL AGENCIES	Dec. 11, 2024	2:00 pm
PCPAG (Auxiliary) OSCA (Honorarium) ALS Teacher	Dec. 12, 2024	2:00 pm
DEP ED (LSB Utility, Security Guard, LSB Teacher) Arabic teachers	Dec. 13, 2024	2:00 pm

As such, you are directed to wear your ARTA ID. Failure to attend or be on time to this activity will automatically be for non-renewal of your appointment or contract.

Kindly coordinate with your respective Department Heads for your schedule to ensure that daily operations of the office are not affected.

For compliance.

JOSE E. RELAMPAGOS,
City Mayor