



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0015 s. 2025

**RECALL OF WORK ASSIGNMENTS AT KASILAK ES AND MALATIVAS ES
AND WORK ASSIGNMENTS AT THE DIVISION CASHIER OFFICE AND SAN
FRANCISCO ES**

To: **IONE JEAN B. AMOGUIS**, Administrative Officer II

1. In the exigency of the service, and in view of your promotional appointment, you are hereby required to report to the Division Cashier Office and San Francisco ES, effective January 10, 2025. As such, your work assignments at Kasilak ES and Malativas ES are hereby recalled.
2. You are to report and render work in the Division Cashier Office for two (2) working days within a working week, and to San Francisco ES for the remaining three (3) working days, and perform therein the duties, functions and responsibilities attached to your position.
3. Moreover, you shall communicate with the administrator/head of both offices to determine their preferred schedules.
4. Finally, you are instructed to clear yourself from all financial obligations and property accountabilities in Kasilak ES and Malativas ES, and submit to this Office such necessary documents certifying compliance.
5. For strict compliance.


JINKY B. FIRMAN, Ph.D, CESO VI
Schools Division Superintendent

RELEASED

JAN 10 2025

cc:

Admin. Office/HRMO/Payroll/Accountant/ Admin. Officer Cashier/
Kasilak ES Principal/Malativas ES Head/San Francisco ES Principal/File



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