



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

Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 0016 s. 2025

**RECALL OF WORK ASSIGNMENT AT THE DIVISION ACCOUNTING OFFICE AND  
 FULL TIME WORK ASSIGNMENTS AT DALISAY VILLAGE ES AND V. DAQUIO ES**

To: **EVANGELINE T. TABIGUE**, Administrative Officer II

1. In the exigency of the service, and in view of your promotional appointment, you are hereby required to report to Dalisay Village ES and V. Daquio ES on a full-time basis, effective January 10, 2025. As such, you are advised to perform therein the duties, functions and responsibilities attached to your position.
2. You are to report and render work in Dalisay Village ES for two (2) working days within a working week, and to V. Daquio ES for the remaining three (3) working days.
3. Moreover, you must communicate with the administrators of both schools to determine their preferred schedules.
4. Finally, you are instructed to clear yourself from all financial obligations and property accountabilities in the Division Accounting Office, 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. Office/Cashier/ OFFICE SECTION, SDO PANABO CITY  
 V. Daquio ES Principal/ Dalisay Village ES Principal/File



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