



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

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Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 0021 s. 2025

**TRANSFER OF OFFICIAL STATION AND DESIGNATION AS ASSISTANT TO THE  
OFFICE OF THE SCHOOL PRINCIPAL OF SAN VICENTE NATIONAL HIGH SCHOOL**

To: **MICHAEL S. RUBINO**  
Head Teacher I

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1. In the exigency of service, you are hereby transferred to San Vicente National High School, and designated therein as Assistant to the Office of the School Principal, effective January 10, 2025. As such, you are to perform the tasks and duties, as determined by the School Principal.
2. You are directed to report to Mr. Behnjo S. Martin, School Principal I, for your work orientation and for further instruction.
3. Thus, you are instructed to clear yourself from all financial obligations and property accountabilities in your current work station upon receipt of this order, and submit to this Office the documents affirming such compliance.
4. For strict compliance.

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

Enclosed: as stated  
OSDS/sds/cdr

**RELEASED**

**JAN 10 2025**

cc:  
ASDS/SGOD/CID/Admin. Office/  
HRMO/Budget Officer/Accountant/  
Records/Cashier/COA/File

RECORDS SECTION-SDO PANABO CITY

BY 



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