



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0024 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

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

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

RELEASED

JAN 10 2025

RECORDS SECTION - SDO PANABO CITY
BY 



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