



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

**Office of the Schools Division Superintendent**

**DIVISION ORDER**

No. 0058 s. 2025

**TRANSFER OF OFFICIAL STATION AND DESIGNATION AS SCHOOL-IN-CHARGE OF  
BUENAVISTA ELEMENTARY SCHOOL**

To: **LOVELY KAREN C. MELENCION**  
Head Teacher I

1. In the exigency of the service, your official station is hereby transferred to Buenavista Elementary School, and designated as School-In-Charge of the same, effective January 10, 2025. As such, you are advised to perform therein the duties, functions and responsibilities attached to your designation.
2. 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.
3. For strict compliance.

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

**RELEASED**

**JAN 10 2025**

RECORDS SECTION SDO PANABO CITY

BY 

Enclosed: as stated  
OSDS/sds/cdr

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



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