



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

Enclosed: as stated
OSDS/sds/cdr

cc:

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



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