



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. 0060 s. 2025

**TRANSFER OF OFFICIAL STATION AND SCHOOL REASSIGNMENT TO  
J. P. LAUREL ELEMENTARY SCHOOL**

To: **JOY D. COZO**  
School Principal II

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1. In the exigency of the service, your official station is hereby transferred to J. P. Laurel Elementary School, effective January 10, 2025. In view of your reassignment, you are advised to perform therein the duties, functions and responsibilities attached to your position.
2. As such, 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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