



Republic of the Philippines

Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

July 21, 2025

DIVISION ORDER

No. 0396, s. 2025

TEMPORARY DESIGNATION AS SPECIAL DISBURSING OFFICER OF SOUTHERN DAVAO ELEMENTARY SCHOOL

To : **KATHRYN GAE D. JAYOMA**
Administrative Officer IV

1. In the exigency of service, you are hereby temporarily designated as the Special Disbursing Officer of **Southern Davao Elementary School**, effective immediately.
2. As such, you are advised to perform the financial duties, functions and responsibilities attached to the said designation EXCEPT for the administrative and supervisory functions which are lodged upon the assigned School Principal.
3. This order does not carry with it any remuneration nor priority in promotion, and shall remain in force until revoked in writing by the Head of Office.
4. Travel expenses incurred during the performance of the attached shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. For strict compliance.


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

RELEASED

JUL 21 2025

RECORDS SECTION 800 PANABO CITY

BY 

CC:

Personnel/Accountant III/Cashier/
Supply Officer/Budget Officer



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