



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0612 s. 2025

SCHOOL REASSIGNMENT

To: **JAY C. ALARCON**
Teacher II

1. In view of your approved request for transfer, you are hereby reassigned to teach at **Glecerio L. Dondoy Central Elementary School**, this Division, effective immediately, until such time that another teacher is designated to assume your duties at Waterfall Elementary School.
2. As such, you are directed to report to **Ms. Rosselle N. Pasaporte** Principal of said school, for your work orientation and for further instruction.
3. Further, you are instructed to clear yourself from all financial obligations and property accountabilities in your current work station and submit to this Office such necessary documents certifying compliance for such.
4. Please be guided accordingly.


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

RELEASED

SEP 23 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed: as stated
OSDS/sds/ncm

cc:
ASDS/SGOD/CID/Admin. Office/
HRMO/Budget Officer/Accountant/
Records/Cashier/File/Waterfall ES/G.L. Dondoy CES



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph