



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

Office of the Schools Division Superintendent

October 10, 2025

DIVISION ORDER

No. 0628 s. 2025

**TRANSFER OF OFFICIAL STATION TO SAN PEDRO ELEMENTARY SCHOOL AND
DESIGNATION AS SCHOOL-IN-CHARGE THEREIN**

To: **ELSIE O. INIGO**, Head Teacher I

1. In the exigency of the service, your official station is hereby transferred to San Pedro Elementary School, and designated as School-In-Charge therein, effective October 15, 2025. As such, you are advised to perform therein the duties, functions and responsibilities attached to your designation.
2. Finally, 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 such compliance.
3. For strict compliance.


JINKY B. FIRMAN, Ph.D, CESO VI
Schools Division Superintendent ✓

RELEASED

OCT 09 2025

RECORDS SECTION SDO PANABO CITY

BY

Enclosed: as stated
OSDS/sds/ncm

CC:

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



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



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RECORDS SECTION 300 PANABO CITY
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