



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. 0629 s. 2025

**TRANSFER OF OFFICIAL STATION AND DESIGNATION AS ASSISTANT TO THE
OFFICE OF THE SCHOOL PRINCIPAL OF SAN VICENTE ELEMENTARY SCHOOL**

To: **HELEN MAY T. DELADA**, Head Teacher II

1. In the exigency of service, you are hereby transferred to San Vicente Elementary School, and designated therein as Assistant to the Office of the School Principal, effective October 15, 2025. As such, you are to perform the following tasks, duties and responsibilities, to wit:
 - i. Assist in the submission and receipt of school documents;
 - ii. Assist to maintain the cleanliness and orderliness within the school premises;
 - iii. Assist in the prompt payment of mandatory school bills; and
 - iv. Perform duties and tasks as instructed by the School Principal.
2. You are directed to report to Ms. Jemina R. Deiparine, Principal II, for your work orientation and for further instruction.
3. 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.
4. For strict compliance.


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

Enclosed: as stated
OSDS/sds/ncm

cc:
ASDS/SGOD/CID/Admin. Office/
HRMO/Planning Office/Budget Officer/Accountant/
Records/Cashier/SVES Principal/File

RELEASED

OCT 09 2025

RECORDS SECTION SDO PANABO CITY
BY 



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