



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0686 s. 2025

ADDITIONAL WORK STATION DEPLOYMENT

To: **CHELSEE GWEN D. MALABAD**, Project Development Officer I

1. In the exigency of the service, you are hereby required to report to the Division Human Resource Management Office for two (2) working days of each work week, and to continue reporting to N.B. Galapin Elementary School for the remainder of the working week days, effective upon appointment and assignment of the Legal Assistant II at the Division Legal Unit.
2. At such time, you shall consult the heads of your assigned stations for the arrangement of your schedule, and to report to Mr. Neo Carlo R. Magno, Administrative Officer IV, for orientation, further instruction and arrangement of the said schedule, and eventually, you shall be relieved of your work at the Division Legal Unit.
3. For strict compliance.


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

RELEASED

NOV 03 2025

RECORDS SECTION-SDO PANABO CITY

BY 

cc:

Admin. Office/HRMO/Accountant/Admin. Office/
N.B. Galapin ES Principal/Legal Unit/File



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