



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

Office of the Schools Division Superintendent

**DIVISION ORDER**

No. 0690 s. 2025

**TRANSFER OF OFFICIAL STATION FROM SAN PEDRO ELEMENTARY SCHOOL  
TO STO. NIÑO ELEMENTARY SCHOOL**

To: **CATHERINE A. NIEZ**, Administrative Officer II

1. In the exigency of the service, your official station is hereby transferred to Sto. Niño Elementary School, effective November 3, 2025. As such, you are advised to perform therein the duties, functions and responsibilities attached to your position.
2. Further, upon receipt of this order, you are to report to Mrs. Jocelyn B. Ada, Principal I, for orientation and further instruction.
3. 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 compliance.
4. For strict compliance.

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



cc:  
Admin. Office/HRMO/Accountant/Admin. Office/  
Cashier/Supply/Records  
San Pedro ES Head/ Sto. Niño ES Principal/File



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