



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0691 s. 2025

**RENDER OF WORK AT THE DIVISION HUMAN RESOURCE MANAGEMENT
OFFICE ON A FULL-TIME BASIS**

To: **CARMINA D. RETES**, Administrative Officer II

1. In view of the assignment of personnel to assume your tasks and functions at Sto. Niño Elementary School, you are hereby relieved from your duties at such school, effective November 3, 2025, and to continue your current assignment at the Division Human Resource Management Office on a full-time basis.
2. As such, you are instructed to clear yourself from all financial obligations and property accountabilities at said school, and submit to this Office such necessary documents certifying compliance.
3. For strict compliance.


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

RELEASED

NOV 03 2025

RECORDS SECTION SDO PANABO CITY
BY 

cc:

Admin. Office/HRMO/Accountant/ Admin. Office/
Cashier/Supply/Records
Sto. Niño ES Principal/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