



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0696 s. 2025

WORK ASSIGNMENT

To: **DEARLY MAE B. CABOTE**
Administrative Officer IV

1. In view of your approved appointment as Administrative Officer IV, you are hereby assigned to the **Office of the Schools Division Superintendent (OSDS) - Procurement Section**, this Division, effective immediately.
2. As such, you are directed to report to **Mr. Raul E. Gacus**, Administrative Officer V, for your work orientation and for further instruction.
3. Further, 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 for such.
4. Please be guided accordingly.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

Enclosed: as stated
OSDS/sds/ncm

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

