



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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 0699 s. 2025

**TRANSFER OF OFFICIAL STATION FROM GLECERIO L. DONDOY CENTRAL
ELEMENTARY SCHOOL TO DIVISION PROCUREMENT OFFICE**

To: **JUN ERNIE D. IGCASAMA**

Administrative Officer II

1. In the exigency of service and in view of your approved request for transfer, you are hereby transferred to the **Division Procurement Office**, effective November 24, 2025.
2. As such, you are directed to report to **Ms. Dearly Mae B. Cabote**, Administrative Officer IV, Procurement Officer, 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 ✓

RELEASED

NOV 26 2025

RECORDS SECTION-SDO PANABO CITY

BY 

Enclosed: as stated
OSDS/sds/ncm

cc:
ASDS/SGOD/CID/Admin. Office/
HRMO/Budget Officer/Accountant/
Records/Cashier/File/G. L. Dondoy CES/Procurement



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