



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

Office of the Schools Division Superintendent

13 JAN 2026


**DIVISION ORDER**

No. 0025 s. 2025

**WORK ASSIGNMENT**

To: **GINA C. BERSALUNA**  
Administrative Assistant III

1. In view of your approved appointment as Administrative Assistant III, you are hereby assigned to the **Division Office – Admin Section**, 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

**RELEASED**

**JAN 14 2026**

RECORDS SECTION - SDO PANABO CITY  
BY 



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

