



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. 2026

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

RELEASED

JAN 14 2026

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



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