



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

Office of the Schools Division Superintendent

March 13, 2024

**DIVISION MEMORANDUM**

No. 0054, s. 2024


**OFFICER-IN-CHARGE, OFFICE OF THE SCHOOLS  
 DIVISION SUPERINTENDENT**

To: **BASILIO P. MANA-AY, JR., CESO VI**  
 Assistant Schools Division Superintendent  
**AILENE B. AÑONUEVO, PhD**  
 Chief Education Supervisor, Schools Governance and Operations Division

1. In view of the official travel of the undersigned to attend the Philippine Association of School Superintendents' (PASS) Annual National Convention on **March 18-22, 2024**, please be advised of your designation as Officer-in-Charge, Office of the Schools Division Superintendent on the following dates, to wit:

Officer-in-Charge	Date/s
Basilio P. Mana-ay Jr., CESO VI	March 18, 2024
Ailene B. Añonuevo, PhD	March 19-22, 2024

2. In this regard, you may sign/approve routinary communications where the undersigned basically affixes her signature, **except** financial documents, exclusive of Personnel Services, to be signed by **Janwarrio E. Yamota**, Chief Education Supervisor, Curriculum Implementation Division.
3. Other policy-determining matters/communications processed/prepared shall be referred/forwarded to the undersigned for appropriate action.
4. Be advised to submit to the undersigned upon her return the consolidated report in a matrix form of all acted communications/documents for review and/or information.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

**RELEASED**

**MAR 13 2024**

**Copy Furnished:**

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 BY 



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