



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

**Office of the Schools Division Superintendent**

5584  
June 18, 2024

**DIVISION MEMORANDUM**

No. 0126, s. 2024

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

To: **GLENN B. SEPARIS, CPA, MBA, CESE**  
Accountant III

1. In view of the personal leave of the undersigned on **June 19-20, 2024**, please be advised of your designation as Officer-in-Charge, Office of the Schools Division Superintendent, on the said dates.
2. In this regard, you may sign/approve routinary communications where the undersigned basically affixes her signature, **except** for financial documents, exclusive of Personnel Services.
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**

**JUN 18 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 

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