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

Office of the Schools Division Superintendent

June 18, 2024

DIVISION MEMORANDUM

No. D/26, 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 undersign 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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