



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

Office of the Schools Division Superintendent

July 4, 2024


**DIVISION MEMORANDUM**

No. 0134, s. 2024

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

To: **BASILIO P. MANA-AY, JR., CESO VI**  
Assistant Schools Division Superintendent

1. In view of the official travel of the undersigned to attend the 2024 National Festival of Talents and 2024 Palarong Pambansa on **July 6-16, 2024** at Naga City and Cebu City respectively, 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** 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**

**JUL 04 2024**

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BY 

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