



Republic of the Philippines

Department of Education

Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

7453
July 16, 2024

DIVISION MEMORANDUM

No. 0136, 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 personal leave of the undersigned on **July 17-19, 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** financial documents, exclusive of Personnel Services, to be signed by **Janwario 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 15 2024

RECORDS SECTION-SDO PANABO CITY
BY 

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