



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

**Office of the Schools Division Superintendent**

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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