Office of the Schools Division Superintendent

July 30, 2024

DIVISION MEMORANDUM
No. 0140____, s. 2024

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

To: **BASILIO P. MANA-AY, JR., CESO VI**
Assistant Schools Division Superintendent
DJHOANE C. AGUILAR
Education Program Supervisor

1. In view of the official travel of the undersigned to attend the Management Committee Meeting at NEAP Region XII, General Santos City on **July 31 - August 1, 2024**, and a personal leave on **August 2, 2024**, please be advised of your designation as Officer-in-Charge, Office of the Schools Division Superintendent, on the following dates, to wit:

Officer-in-Charge	Date/s
Djhoane C. Aguilar	July 31-August 1, 2024
Basilio P. Mana-ay Jr., CESO VI	August 2, 2024

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

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RECORDS SECTION-SDO PANABO CITY
BY _____

Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

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