



Republic of the Philippines

**Department of Education**

REGION XI

**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent

September 12, 2024

**DIVISION MEMORANDUM**

No. 0177 s. 2024

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

To: **BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
**AILENE B. AÑONUEVO, PhD.**  
Chief Education Supervisor-SGOD

1. In view of the official travel of the undersigned to attend the Engagement Meeting with the National Search Committee-Screening for Third Level Positions in the Department of Education at OUHROD, DepEd Complex, Meralco Avenue, Pasig City on **September 16-18, 2024**, please be advised of your designation as Officer-In-Charge, Office of the Schools Division Superintendent, on the following dates, to wit:

<b>Officer-In-Charge</b>	<b>Date/s</b>
Basilio P. Mana-ay Jr., CESO VI	September 16 & 18, 2024
Ailene B. Añonuevo, PhD.	September 17, 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 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 **RELEASED**  
Office of the Schools Division Superintendent