



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

Office of the Schools Division Superintendent

September 20, 2024

DIVISION MEMORANDUM

No. 0181, s. 2024

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

To: **AILENE B. AÑONUEVO, PhD.**
Chief Education Supervisor-SGOD

1. In view of the official travel of the undersigned to attend the Civil Service Commission's 2024 Leaders and Human Resource Symposium (LHRs) at PICC Complex, Pasay City, Metro Manila on **September 23-26, 2024**, and her Personal Leave on **September 27, 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 **Janwarlo 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
Office of the Schools Division Superintendent

RELEASED

SEP 23 2024

RECORDS SECTION-SDO PANABO CITY
BY



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providing quality education, MATATAG for all.