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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 0124

To : **SHERNNY MAY C. CAMPO**
Administrative Aide VI-Supply Section

Subject: **ALTERNATE SIGNATORY OF THE DIVISION SUPPLY
OFFICER- SUPPLY SECTION**

Date : September 10, 2024

In the exigency of service, you are hereby designate as the Alternate Signatory of the Division Supply Officer due to her official travel on September 25-28, 2024.

As such, you are authorized to sign the following documents:

1. Inspection and Acceptance Report (IAR)
2. Requisition and Issuance Slip (RIS)
3. Inventory and Custodian Slip (ICS)
4. Property Acknowledgment Receipt (PAR)

You are expected to render a report on the transactions undertaken and to furnish the Division Supply Officer copies of different transactions made within the period of her absence.

Further, this designation does not carry with it any additional remuneration nor any priority in promotion. This order shall remain enforced until revoked in writing by the Head of Office.

Strict compliance with this Memorandum is desired.


JINKY B. FIRMAN, CESO VI
OIC-Schools Division Superintendent

RELEASED

SEP 11 2024

Enclosed: as stated
OSDS/mfg



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)8231469, (084) 628 4066
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RECORDS SECTION-SDO PANABO CITY
BY 



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2024- 0109

To : **MAYA FLAMINDA G. JUANICH**, Administrative Officer IV-Supply
Subject: **CONDUCT OF NATIONAL CONFERENCE OF DEPED
SUPPLY OFFICERS**
Date : **August 14, 2024**

You are hereby advised to attend the conduct of National Conference of DepEd Supply Officers on September 25-28, 2024 at Baguio Teachers Camp, Baguio City.

Travel and other incidental expenses related to the attendance of the abovementioned activity shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.

For strict compliance.


JINKY B. FIRMAN, CESO VI
OIC-Schools Division Superintendent

Enclosed: as stated
OSDS/mfg

RELEASED

AUG 15 2024

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