



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

Office of the Schools Division Superintendent

November 15, 2024

DIVISION MEMORANDUM

No. 0233, s. 2024

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

To: **GLENN B. SEPARIS, CPA, MBA, CESE**
 Accountant III
DJHOANE C. AGUILAR
 Education Program Supervisor

1. In view of the official travel of the undersigned to attend the National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases at Ecotech Center, Lahug, Cebu City on **November 18-22, 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
Glenn B. Separis, CPA, MBA, CESE	November 18-19, 2024
Djhoane C. Aguilar	November 20-22, 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 upon the return of the undersigned.
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
 Schools Division Superintendent

RELEASED



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