



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

Office of the Schools Division Superintendent

November 22, 2024


**DIVISION MEMORANDUM**

No. 0239, s. 2024

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

To: **AVELINO D. BITANG**  
Public Schools District Supervisor

1. In view of the official travel of the undersigned to attend the Coordination Meeting for the Formulation of Classroom Masterplan and Master List for the Schools Construction and Repair at Ecotech Center, Lahug, Cebu City on **November 24-26, 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 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**

**NOV 25 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 



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