



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

Office of the Schools Division Superintendent

December 2, 2024

DIVISION MEMORANDUM

No. 0245, 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

1. In view of the official travel of the undersigned to attend the Annual Christmas Tree Lighting on **December 1, 2024** at Kalayaan Grounds of Malacañang in San Miguel, Manila, and the Awarding Ceremony of the 2022 Project W.A.T.C.H. Best School Implementer on **December 2, 2024** at SM San Pablo City, Laguna, please be advised of your designation as Officer-In-Charge, Office of the Schools Division Superintendent, on **December 2, 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
Schools Division Superintendent

RELEASED

DEC 02 2024

RECORDS SECTION SDO PANABO CITY

BY