



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

Office of the Schools Division Superintendent

February 7, 2025

DIVISION MEMORANDUM

No. 039, s. 2025

**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 Educational Observation for the Dynamic Learning Program (DLP) on **February 10-13, 2025**, at Jagna, Bohol and Human Resource and Organizational Development Convention 2025 on **February 18-21, 2025**, at Metro Manila, 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, **including** financial documents, exclusive of Personnel Services.
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

FEB 07 2025

RECORDS SECTION, SDO PANABO CITY
BY: 



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

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