



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

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 0063 s. 2025

To : **MAY JERRYLEN T. MATULIN**, Administrative Officer II

Subject: Official Replacement for Ms. Jeneces Grace Lamoste at the 2025 Administrative Convergence.

Date : February 26, 2025

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Due to a family emergency, our Payroll Officer, Ms. Jeneces Grace Lamoste, is unable to attend the 2025 Administrative Convergence scheduled for February 27-28, 2025, at NEAP RO XI, Davao City. In this regard, you are hereby ordered to serve as her official replacement to the said activity.

Please note that expenses associated with travel, meals, and incidental costs related to your attendance at the aforementioned activity will be covered by Division MOOE, subject to the usual accounting and auditing rules and regulations.

For strict compliance.

For and in the absence of the SDS

  
**BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Enclosed: as stated

OSDS/mjtm

**RELEASED**

**FEB 27 2025**

RECORDS SECTION SDO PANABO CITY

BY 



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