



25-33341

Republic of the Philippines

Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0043

To : **BASILIO P. MANA-AY, JR.**, Assistant Schools Division Superintendent
ROSALIE D. ESTIMADA, Budget Officer
MARYJOY C. SAGOT, Assistant Administrative III
KER DENZEL G. INFESTO, Planning Officer III
NEO CARLO R. MAGNO, Administrative Officer IV – HRMO
ALL IMPLEMENTING UNITS BOOKKEEPERS

Subject: **ATTENDANCE TO THE CONDUCT OF AGENCY PERFORMANCE REVIEW CONFERENCE**

Date : March 26, 2025

Pursuant to the attached RO XI Memorandum FD-2025-014, dated March 19, 2025 re: Conduct of Agency Performance Review Conference, you are hereby advised to attend the said activity on March 27, 2025 at Ritz Hotel, Davao City.

Such fee and travel expenses related to the attendance of the abovementioned activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For strict compliance.

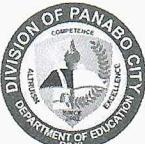

JINKY B. FIRMAN, Ph.D, CESO VI
Schools Division Superintendent ✓

RELEASED

MAR 26 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: as stated
OSDS/ncm



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph



Republic of the Philippines
Department of Education
DAVAO REGION

March 19, 2025

REGIONAL MEMORANDUM
FD-2025-014

CONDUCT OF AGENCY PERFORMANCE REVIEW CONFERENCE

To: Schools Division Superintendents

1. The Agency Performance Review (APR) Conference with DBM Regional Office XI and Department of Education XI will be conducted on March 27, 2025, 9:00 a.m. – 12:00 nn at Ritz Hotel, Obrero, Davao City. The participants of the activity are the following:

Regional Office

- A. Regional Director and Assistant Regional Director
- B. Finance Division
 - Chief Administrative Officer
 - Supervising Administrative Officer
 - Budget Officers
 - Accountants
 - Administrative Assistants
- C. Policy, Planning and Research Division
 - Chief Education Officer
 - Education Program Supervisor
 - Planning Officer
- D. Administrative Division
 - Chief Education Officer
 - Supervising Administrative Officer
 - Teacher Credentials Evaluator
 - 1 AD staff

Schools Division Offices

- Schools Division Superintendent / Assistant Schools Division Superintendent
- Budget Officer
- Accountant
- Human Resource Management Officer
- Planning Officer

Secondary School Implementing Units

- Bookkeeper



Republic of the Philippines
Department of Education
DAVAO REGION

2. Traveling expenses of the participants will be charged against their respective local funds while payment for meals and venue shall be charged against the Regional Office MOOE funds downloaded to the Schools Division of Davao de Oro.
3. For information and guidance.

ALLAN G. FARNAZO
Director IV

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DEPARTMENT OF EDUCATION (RO)
RECORDS SECTION
RELEASED

W: f March 24, 2025