



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

3 2344

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-0141

To : **BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
**AILENE B. ANONUEVO, PhD**, Chief Education Supervisor  
Schools Governance and Operations Division  
**JANWARIO E. YAMOTA**, Chief Education Supervisor  
**PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL CONCERNED**

**Subject:** **REPLACEMENT OF PARTICIPANT TO THE DAVAO REGION CAPACITY PROGRAM: REGIONAL ASSEMBLY OF EDUCATION LEADERS (RAEL) FOR CONCORDIA SISON ELEMENTARY SCHOOL AND SALVACION ELEMENTARY SCHOOL**

**Date:** **March 18, 2025**

This has reference to the Davao Region Capacity Program: Regional Assembly of Education Leaders (RAEL) on March 25-27, 2025, at SMX, Lanang Davao City.

In lieu of **JONALYN BADUA**, School Head of Concordia A. Sison Elementary School, and **JEANETTE S. AUSEJO**, Teacher II of Salvacion Elementary School who will be attending to personal and health matters coinciding with the scheduled RAEL activity, **ISMAEL A. UCOL**, Teacher II of Concordia A. Sison Elementary School, and **MARIVIC ORBOC**, Teacher II of Salvacion Elementary School, are requested to attend as replacements for Mrs. Badua and Mrs. Ausejo, respectively.

All other provisions stated in the Division Memorandum SGOD-2025-0094 remain enforced.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED** 



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (082) 823-1469  
Email: panabocity.division@deped.gov.ph

**MAR 18 2025**

**DepEd Panabo:**  
**Empowering Champions in Education**  
CHAMPION Panabo ONE  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.

Enclosed: As stated.  
SGOD/aba

March 12, 2025

**DR. JINKY B. FIRMAN, CESO VI**  
 Schools Division Superintendent  
 Division of Panabo City



**Thru: MYLENE S. CASTILLO**

Principal III  
 Salvacion Elementary School  
 Panabo City

Ma'am:

Greetings!

I am honored to have been chosen as one of the participants in the upcoming **Regional Assembly of Education Leaders (RAEL)** scheduled on March 25-28, 2025, in Davao City

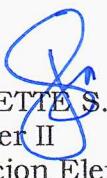
However, I would like to respectfully request to be excused from the said seminar, as I will be away from my learners for a week to attend the **5-day RSPC event** at Digos, Davao del Sur on March 17-21, 2025. Prior to this, I also attended the **Science and Math Quest** held at Baguio City last February 20-24, 2025, in which, my learners were prorated to other sections. I was also on leave for 3 days due to health problems. On the following week, there were days when I resorted to a blended learning modality to attend the **District and Division Festival of Talents in English** last March 5 and 7 respectively. I'll be running short on time to cope up with the topics if I attend the seminar.

Given these reasons, I humbly ask for your understanding and consideration of my request to be excused from the seminar, since I must do a lot of catching up with the lessons in the 4<sup>th</sup> grading period.

I sincerely apologize for any inconvenience that this humble request may cause.

Thank you for your kind understanding. I look forward for your favorable response.

Very respectfully yours,

  
 JEANETTE S. AUSEJO  
 Teacher II  
 Salvacion Elementary School