



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

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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



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MAR 18 2025

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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 4th 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