



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

**Office of the Schools Division Superintendent**

**April 16, 2025**

**DIVISION MEMORANDUM**  
CID-2025- 0240

To : **JOYLYN B. MARTINEZ**  
Public Schools District Supervisor

Subject: **OFFICER- IN-CHARGE, SAN FRANCISCO ELEMENTARY SCHOOL**

In view of the official leave of absence of Lizle Y. Delos Reyes, School Principal of San Francisco Elementary School, please be advised of your designation as Officer-in-Charge of the said school on **April 21, 2025**.

In this regard, you may sign/ approve any routinary communications where the school principal basically affixes her signatures, except on the following;

- Matters that involve finance and school property
- Matters concerning teachers / staff assignments; and
- Other concerns that cannot be delegated.

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

**RELEASED**

**APR 23 2025**

RECORDS SECTION - DO PANABO CITY  
BY 

OSDS/SFES-lyd/ijba



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