



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
CID-2025- 0246

To : **REYNALDO C. DEOCAMPO JR.**  
Public Schools District Supervisor

Subject : **OFFICER-IN-CHARGE, OFFICE OF THE SCHOOL HEAD OF  
TIBUNGOL ELEMENTARY SCHOOL**

Date: : April 16, 2025

In view of the leave of absence of Edgardo D. Pamugas III, Head Teacher II of Tibungol Elementary School, please be advised of your designation as Officer-In-Charge of the said school on **April 21-22, 2025**.

In this regard, you may sign/approve any routinary communications where the School Head basically affixes his signature, except on the following:

1. Financial and school property matters,
2. Matters concerning teachers/staff assignments, and
3. Other concerns that cannot be delegated.

For information and strict compliance.

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

RELEASED

APR 24 2025

RECORDS SECTION, SDO PANABO CITY  
BY 