



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID – 2025 - 0247

To : **REYNALDO C. DEOCAMPO JR.**  
Public Schools Division Superintendent

Subject : **OFFICER-IN-CHARGE OF  
P. CHANCO ELEMENTARY SCHOOL**


Date : April 24, 2025

In view of the official leave of absence of Nida M. Compuesto, School Head of P. Chanco Elementary School, please be advised of your designation as Officer-in-Charge of the said school on **May 2, 5, and 7, 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 finances and district/ school property;
- Matters concerning teachers/ staff assignments; and
- Other concerns that cannot be delegated.

For information and strict compliance.

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

RELEASED

APR 25 2025

RECORDS SECTION SDO PANABO CITY  
BY 