



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID – 2025 - 0251

TO : JOYLYN B. MARTINEZ
Public Schools District Supervisor

SUBJECT : OFFICER -IN-CHARGE OF GREDU ELEMENTARY SCHOOL

DATE : April 25, 2025

In view of the official leave of absence of Mr. Feleciano S. Catbagan, Principal III of Gredu Elementary School, please be advised of your designation as Officer-In-Charge of the said school on April 28-29, 2025 and May 2, 2025.

As such, you are to perform routinely the functions of School Head EXCEPT on the following.

- Matters that involve finance and 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 29 2025

RECORDS SECTION SDO PANABO CITY
BY 



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

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

