



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 



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