



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

Office of the Schools Division Superintendent

April 25, 2025

**DIVISION ORDER**

No. 0298, series 2025

**DESIGNATION OF PSDS WITH THEIR RESPECTIVE SCHOOLS ASSIGNED**

To : **MARLOU P. DE ASIS**  
Public Schools District Supervisor

7. In the exigency of the service, you are hereby designated as focus school supervisor of the following school.
  - Datu Abdul Elementary School
  - Licanan Elementary School
  - Namuag Elementary School
  - New Visayas Elementary School
  - Teofanis Gerona Elementary School
  - Kasilak Elementary School
  - Katipunan Elementary School
  - Little Panay Elementary School
  - Malativas Elementary School
  - Waterfall Elementary School
8. As such, you are advised to perform the duties, functions and responsibilities attached to the said designation and rendered report to the undersigned.
  - Ensure proper implementation of the DepEd curriculum and provide guidance for adapting it to student needs.
  - Monitoring teaching practices and assisting principals and teachers in improving instructional quality.
  - Organize training programs and promote the sharing of best practices among school leaders and teachers.
  - Analyze school performance and provide feedback to address areas for improvement/
  - Ensure schools adhere to DepEd policies and provide support in implementing these effectively.
  - Assist in managing and distributing resources equitably across schools.
  - Act as bridge between the division office and schools, fostering collaboration and alignment of goals.



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- Review School Heads' DTRs, Form 6, liquidation report for accuracy and compliance, ensuring accountability.
9. This order does not carry with it any remuneration nor priority in promotion and shall remain enforced until revoked by the Head of Office.
10. Travel expenses incurred during the performance of the attached functions shall be chargeable against local funds, all subject to the usual accounting and auditing rules and regulations.
11. This designation shall take effect immediately.
12. For strict compliance.

Recommending Approval:

**JANWARIO E. YAMOTA**  
Chief ES, CID

Approved:

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

CID/jey/roe

**RELEASED**

**APR 28 2025**

RECORDS SECTION SDO PANABO CITY

BY