



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

Office of the Schools Division Superintendent

May 14, 2025

DIVISION MEMORANDUM

No. 0113 s. 2025

**OFFICER-IN-CHARGE, OF THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT**

To: **BASILIO P. MANA-AY JR, CESO VI**
Assistant Schools Division Superintendent

1. In view of the official travel of the undersigned to attend the 2025 National Festival of Talents (NFOT), 2025 National School Press Conference (NFOT) and 2025 Palarong Pambansa Activities on **May 18, 2025 – June 1, 2025**, at Ilocos Sur and Ilocos Norte Areas, please be advised of your designation as Officer-In-Charge, Office of the Schools Division Superintendent, on the said dates.
2. In this regard, you may sign/approve routinary communications where the undersigned basically affixes her signature, **including** travel abroad clearances and financial documents, such as, but not limited to Personnel Services.
3. Other policy-determining matters/communications processed/prepared shall be referred/forwarded to the undersigned for appropriate action.
4. Be advised to submit to the undersigned, upon her return, the consolidated report in matrix form of all acted communications/documents for review and/or information.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAY 14 2025

RECORDS SECTION-SDO PANABO CITY
BY 