



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 0269

TO : **JULIUS I. SUELTO**
Public Schools District Supervisor

Subject : **OFFICER IN-CHARGE OF THE SCHOOL PRINCIPAL OF
KATUALAN ELEMENTARY SCHOOL**

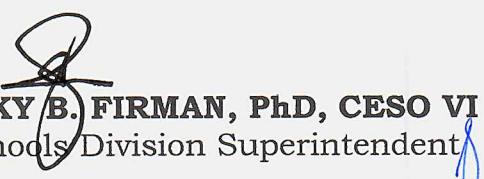
Date : March 24, 2025

In view of the **COC leave** of Mac Donald P. Jabonillo, Head Teacher II of Katualan Elementary School, please be advised of your designation as Officer-in-Charge of the said school on **April 21-24, 2025**.

In this regard, you may sign/approve any routinary communication where the school principal basically affixes his signature, except of the following:

1. Financial and school property matters,
2. Matters concerning teacher/staff assignments, and
3. Other concerns what cannot be delegated.

For information and strict compliance.


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

RELEASED

MAY 07 2025

RECORDS SECTION-SDO PANABO CITY
BY 