



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 ma 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 