



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0289

To : AVELINO D. BTANG
Public Schools Division Supervisor

Subject : **OFFICER IN- CHARGE OF KASILAK NATIONAL HIGH SCHOOL**

Date : May 19, 2025


In view of the **FORCE LEAVE** of Ronilo G. Revamonte, School Principal I of Kasilak National High School, please be advised of your designation as Officer In- Charge of the said school on May 21-23, 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 resources what cannot be delegated.

For information and strict compliance.

For and in the absence of Schools Division Superintendent:


BASILIO P. MANA-AY, Jr., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

RELEASED

MAY 22 2025

RECORDS SECTION SDO PANABO CITY

BY 