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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

SGOD-2025-0209

To : **BASILIO P. MANA-AY JR., CESO VI**
Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PhD, Chief Education Supervisor
Schools Governance and Operations Division
JANWARIO E. YAMOTA, Chief Education Supervisor
ALL CONCERN

Subject: FINALIZATION OF QMS DOCUMENTS

Date: April 30, 2025

In the exigency of service, the following personnel is requested to finalize the QMS-Operations Manual with its corresponding documents needed for the Regional Launching of the SDO Operations Manual on the 5th of May 2025, at the Ritz Hotel, Davao City on April 30 and May 3, 2025, to wit:

1. Ailene B. Anonuevo, PhD, Chief Education Supervisor, SGOD
2. Erick S. Dalumpines, EdD, SEPS, Planning and Research
3. Ker Denzel G. Infiesto, Planning Officer III
4. Lea Jane M. Isleta, EPS II, SMME
5. Mary Joy Sagot, ADAS III

A COC shall be granted per Civil Service Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered, which prescribes guidelines on the availment of Compensatory time-off in lieu of overtime pay, pursuant to the adoption of austerity measures in the government.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAY 07 2025

RECORDS SECTION, SDO PANABO CITY
BY



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