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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 5<sup>th</sup> 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

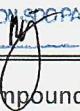
A COC shall be granted per Civil Service Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered, which prescribes guidelines on the availment of Compensatory time-off in lieu of overtime pay, pursuant to the adoption of austerity measures in the government.

  
**JINKY B. FIRMAN PhD, CESO VI**

Schools Division Superintendent 

**RELEASED**

**MAY 07 2025**

RECORDS SECTION SGOD PANABO CITY  
BY 



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