



25-37943

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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-0216

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  
Curriculum Implementation Division  
**EDUCATION PROGRAM SUPERVISORS**  
**PUBLIC SCHOOLS DISTRICT SUPERVISORS**  
**PUBLIC ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS/**  
**SCHOOL HEADS**  
**ALL CONCERNED**

**Subject:** **CLEAN-UP OPERATIONS**

**Date:** **May 12, 2025**

At this time, this Office extends its commendation to all Teaching and Non-Teaching Personnel who have selflessly dedicated their services to uphold the integrity of the 2025 Midterm National and Local Elections.

Anent this, all School Heads are instructed to take the lead in ensuring the prompt clean-up of school surroundings immediately after the elections. It is imperative that no sample ballots and or campaign materials should be found within and proximate to the school vicinity.

Expenses incurred in this operation are chargeable against School MOOE Funds subject to the existing accounting rules and regulations.

For your guidance and strict compliance.

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

RELEASED  
MAY 16 2025

Enclosed: As stated.  
SGOD/aba

RECORDS SECTION-SDO PANABO CITY  
BY