



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

DIVISION MEMORANDUM

CID - 2025 - 0293

TO: **JOYLYN B. MARTINEZ**

Public Schools District Supervisor

SUBJECT DATE : OFFICER-IN-CHARGE OF GREDU ELEMENTARY SCHOOL

DATE: May 6, 2025

In view of the official leave of absence of Mr. Feleciano S. Catbagan, Principal III of Gredu Elementary School, please be advised of your designation as Officer-In-Charge of the said school on May 13, 2025.

As such, you are to perform routinely the functions of School Head EXCEPT on the following:

- Matters that involve finance and school property
- Matters concerning teachers/staff assignments and
- Other concerns that cannot be delegated.

For information and strict compliance.

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

Schools Division Superintendent

RELEASED

JUN 03 2025

RECORDS SECTION-SDO PANABO CITY  
BY 



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