



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

Office of the Schools Division Superintendent

June 04, 2025

**OFFICE MEMORANDUM**  
OSDS-2025-0001

**DESIGNATION AS RECORDS IN CHARGE OF THE RECORDS SECTION**

**To : MARIANNE P. JUEN**  
Administrative Aide VI

In the exigency of service, and for the continuous delivery of services, the usual office operation of the Records Section of this Division, you are hereby designated as the Records -In- Charge, during the personal leave of absence of Ms. Norpinang N. Pagagao, Administrative Officer IV, effective July 7, 2025, to August 6, 2025.

As such, you are advised to perform the routinary administrative and supervisory functions and responsibilities attached to the said designation, except for signing / approving routine communication/request records and learners' school academic records matters shall be referred to Mr. RAUL E. GACUS, AO V, Administrative Division.

For strict compliance.

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

**RELEASED**

**JUL 07 2025**

RECORDS SECTION SDO PANABO CITY

BY 

osds/rs/nnp