



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