



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

Office of the Schools Division Superintendent

July 4, 2025

**OFFICE MEMORANDUM**

OSDS-2025-0002

**TEMPORARY ADDITIONAL WORKING DAYS AT OSDS- RECORDS SECTION**

**To : JENNIFER B. JUMALON**  
Project Development Officer I

In the exigency of service, you are hereby required to report to the Records Section-OSDS for three (3) working days of the working week and to the Lorenzo T. Concepcion Integrated School for two (2) working days, effective July 7, 2025, to August 6, 2025.

As such, you are advised to perform the non-teaching tasks, duties, functions, and responsibilities therein.

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