



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