



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



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 0175, s. 2025

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
All Public Elementary and Secondary School Principals  
All Private Elementary and Secondary School Principals  
All Concerned

Subject: **AVAILABILITY OF MEDALS FOR ACADEMIC EXCELLENCE AND LEADERSHIP AWARD**

Date : August 5, 2025

Attached is a letter from the **Office of the City Vice Mayor** received last July 25, 2025, pertaining to the **availability of medals in recognition of students' outstanding academic achievements and leadership contribution in the school.**

Both public and private elementary and secondary schools may submit a letter of request for the availment of this offer address to the Office of the City Vice Mayor containing the following information:

**a. Name of the Recipients**

- 1 awardee for Leadership Award
- 3 awardees for Academic Excellence Award (top 3 students)

**b. Date of Awarding**

Moreover, it is requested that schools are to submit their request **30 days prior to the date of awarding** to provide ample time of the requestee for the preparation and release of the medals.

Furthermore, schools may contact either Ms. Josephine C. Sevilla, Private Secretary II through mobile number 0929-844-4075 or Ms. Ralen Jean Jane A. Paring, Private Secretary I through mobile number 0960-348-7902 for further information.

For your information.

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

Enclosed.: As stated.  
SGOD/aba/jrm

**RELEASED**



Enclosed.: As stated.  
SGOD/aba/jrm



Schools Division Office of Panabo City  
City Hall Compound, Km. 31, JP Laurel, Panabo City  
Tel. No. (084)8231469  
Email: panabocity.division@deped.gov.ph

**AUG 06 2025**

RECORDS SECTION - SDO PANABO CITY  
BY 



Republic of the Philippines  
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CITY OF PANABO

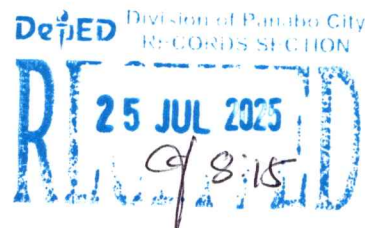
*Service to Panaboan  
Service to God*

**CITY VICE MAYOR'S OFFICE**

# 45046 808

24 July 2025

**DR. JINKY B. FIRMAN, CESO VI**  
Schools Division Superintendent  
This City



Dear Dr. Firman,

Greetings of prosperity and solidarity!

We are pleased to inform your good office that as part of our continued commitment to promoting academic excellence and leadership among the youth of Panabo City, the Office of the City Vice Mayor will be awarding medals to deserving students from various schools in recognition of their sincere effort and outstanding achievements in the following categories:

1. **Award of Academic Excellence** – to students who have demonstrated exceptional performance in their academic pursuits.
2. **Leadership Award** – to students who have shown exemplary leadership skills and made meaningful contributions to their school or community.

To facilitate the awarding process, a letter request from any academic institution is all that is needed. Once received, our office will coordinate with the requesting school for the preparation and release of the medals.

We hope for your kind support in disseminating this information to the respective schools under your supervision.

Thank you, and we remain committed to working hand-in-hand in advancing the development of our learners in Panabo City.

Yours in public service,

**ENGR. FRANKLIN D. GENTILES**  
City Vice Mayor

