



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2025- 0121

To : Assistant Schools Division Superintendent  
Chief of the Curriculum Implementation Division  
Chief of the Schools Governance Operation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads and Principals  
All Concerned

Subject : **ADDITIONAL MANDATE FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS**

Date : August 22, 2025

1. In accordance with Republic Act No. 9155, also known as the “Governance of Basic Education Act of 2001,” Public Schools District Supervisors are tasked with providing professional and instructional guidance and support to School Heads and teachers within their district. They are also responsible for the supervision of curriculum implementation, including initiatives aimed at strengthening reading and literacy across all grade levels.
2. In addition to their regular duties and responsibilities, it is hereby reiterated that they are to perform the following additional Administrative tasks:
  - a. Ensure the prompt submission, review and countersign Form 48 of the School Heads
  - b. Sign the Locator Slips of School Heads
  - c. Review and validate the OPCR/IPCR of School Heads
  - d. Monitor and verify financial matters, including MOOE liquidation, PTA funds, canteen funds, and other school funds and report the same to the PSDS
  - e. Countersign the Authority to Travel requests of School Heads
  - f. Review and countersign the Leave Applications of School Heads
3. Furthermore they are expected to establish District/Cluster Office in the following schools:
  - a. Panabo Central District – Salvacion Elementary School
  - b. Panabo South District I – G.L. Dondoy Central Elem. School
  - c. Panabo South District II – New Visayas Central Elem. School
  - d. Panabo North District – Southern Davao Elem. School
  - e. Secondary Schools - Panabo City Senior High School

4. Report at the Division Office on Monday and CID-PAKIGTAGBO on Wednesday. The rest of the days will be on the field/schools/District Office.
5. Travel and other expenses incurred with the discharge of their duties shall be charged against Division MOOE while expenses relative to the establishment of District/Cluster Office shall be charged against the School MOOE or any local funds, all subject to the usual accounting and auditing rules and regulations.
6. For information, dissemination and strict compliance.

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

**RELEASED**

**AUG 22 2025**

RECORDS SECTION SDO PANABO CITY  
BY 