



Republic of the Philippines
Department of Education
Region XI
Schools Division of Panabo City



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0415

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Schools District Supervisors
Public Elementary School Principal/School Heads
Public Secondary School Principal/School Heads

Subject: **GUIDELINES ON THE PROPER ROUTING OF SCHOOL REQUESTS TO THE LOCAL CHIEF EXECUTIVE**

Date: August 11, 2025

Please be informed that there were various requests coming from the field that were directly submitted to the City Mayor's Office. It has been observed and agreed that all such requests shall be coursed through the Office of the Schools Division Superintendent for consolidation, validation, and deliberation for appropriate action.

This procedure aims to ensure proper documentation, compliance with DepEd policies, and the alignment of requests with the Schools Division's priorities and programs before endorsement to the Local Chief Executive.

All concerned are hereby directed to strictly observe this process to prevent duplication of requests, miscommunication, or delays in action from the concerned offices.

For your information and guidance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

AUG 13 2025

RECORDS SECTION, SDO PANABO CITY
BY 

SGOD/aba/ktl



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providing quality education, MATATAG for all

