



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
CID-2025-0523

To : Asst. Schools Division Superintendent  
All School Heads and Teachers

Subject : **GARDEN MAKING AND GREENHOUSE PREPARATION FOR VERTICAL AND HYDROPONICS FARMING**

Date : September 1, 2025

1. To strengthen the Division's advocacy on sustainable agriculture and innovative food production, the Divisions personnel will undertake **Garden Making and the Establishment of a Greenhouse for Vertical and Hydroponics Farming at the Division Office, Panabo City.**
2. The schedule of the activities is as follows:
  - **September 2-5, 2025 – Preparations**
  - **September 8-9, 2025 - Polishing**
3. The following school personnel are hereby designated to participate and extend their assistance in the activity:

1. <b>Donabel M. Cole</b>	<b>Nanyo Elementary School</b>
2. <b>Melchor F. Lanugan Jr.</b>	
3. <b>Lyndie Marie Estillo</b>	
4. <b>Eleonor M. Cagape</b>	<b>Rodrigo D. Sr. Elementary School</b>
5. <b>Aldrin Adrian A. Apusaga</b>	
6. <b>Johnrey Otong</b>	<b>Liitle Panay Elementary School</b>

4. The school heads of the aforementioned schools are directed to make the necessary preparations for the visit and extend full cooperation to the monitoring team. Required documentation, implementation reports, and other pertinent data should be ready for presentation and verification.
5. Any travel and incidental expenses incurred by division personnel in support of this activity shall be charged against local funds or available MOOE, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.

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

**RELEASED**

**SEP 01 2025**

RECORDS SECTION SDO PANABO CITY  
BY 

Enclosed: As stated.  
CID/je/ cmp



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