



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD – 2025 – 0516

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
School Head of Panabo City National High School

Subject: **CONDUCT OF CONFERENCE RELATIVE TO THE LETTER OF
MRS. MARIA SHERYL JAKOSALEM**

Date : September 15, 2025

Attached is the letter of Mrs. Maria Sheryl Jakosalem, parent of a Grade 8 student of Panabo City National High School.

In view of this, a conference shall be conducted on September 23, 2025 at 1:30 PM, at Panabo City National High School.

The following are requested to attend the said conference, to wit:

1. School Head/Representative
2. School Registered Guidance Counselor
3. School Grade 8 Guidance Advocate
4. School Grade 8 Prefect of Discipline
5. Division Legal Officer III
6. Division Learner Rights and Protection Focal
7. Division Mental Health Focal

Further, the School Child Protection Committee shall submit intake sheet as stated in DepEd Order 55, s. 2013.

For your information and guidance.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

SEP 15 2025

Encl: as stated.
SGOD/aba/gcn



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