



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

Office of the Schools Division Superintendent

October 3, 2025

**DIVISION MEMORANDUM**

No. 0220, s. 2025

**OFFICER-IN-CHARGE, OF THE OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT**

To: **AILENE B. AÑONUEVO, PhD.**  
Chief ES – Schools Governance and Operations Division

1. In view of the official travel of the undersigned to attend the Capacity Building for Expanded Career Progression (ECP) System Champions – Batch 3 on **October 6-8, 2025**, at the Family Court Hotel, General Santos City please be advised of your designation as Officer-In-Charge, Office of the Schools Division Superintendent, on the said dates.
2. In this regard, you may sign/approve routinary communications where the undersigned basically affixes her signature, **except** travel abroad clearances and financial documents, such as, but not limited to Personnel Services, to be signed by **Basilio P. Mana-ay Jr, CESO VI**, Assistant Schools Division Superintendent.
3. Other policy-determining matters/communications processed/prepared shall be referred/forwarded to the undersigned for appropriate action.
4. Be advised to submit to the undersigned, upon her return, the consolidated report in matrix form of all acted communications/documents for review and/or information.

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

**RELEASED**

**OCT 06 2025**

RECORDS SECTION-SDO PANABO CITY  
BY 



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