



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

Office of the Schools Division Superintendent

October 22, 2025

DIVISION MEMORANDUM

No. 0231, s. 2025

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

To: **BASILIO P. MANA-AY JR, CESO VI**
Assistant Schools Division Superintendent

1. In view of the official travel of the undersigned to attend the Ambassador Antonio L. Cabangon Chua Gintong Parangal Para sa Edukasyon Award Ceremony on **October 23-24, 2025** at the Citystate Tower Hotel, Ermita, Manila 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, **including** travel abroad clearances and financial documents, such as, but not limited to Personnel Services.
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 23 2025

RECORDS SECTION SDO PANABO CITY
BY