



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. 0243, s. 2025

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

To: **AVELINO D. BITANG**

Public Schools District Supervisor – Curriculum Implementation Division

1. In view of the vacation leave of the undersigned on **October 27, 2025**, please be advised of your designation as Officer-In-Charge, Office of the Schools Division Superintendent, on the said date.
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 27 2025**

RECORDS SECTION, SDO PANABO CITY  
BY 