



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

Office of the Schools Division Superintendent

November 27, 2025

**DIVISION MEMORANDUM**

No. 0274, s. 2025

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

To: **JANWARIO E. YAMOTA**  
Chief Education Supervisor – Curriculum Implementation Division

1. In view of the personal travel of the undersigned on **November 28, 2025 and December 1-2, 2025** 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.
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**

**NOV 27 2025**

RECORDS SECTION SDO PANABO CITY  
BY 