



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Curriculum Implementation Division

OFFICE MEMORANDUM

CID-2025- 011

To : Leilani T. Señires
Education Program Supervisor

Subject : DESIGNATION AS OFFICER-IN-CHARGE FOR CID

Date : November 17, 2025

In the exigency of the service and while the CID Chief is On Official Business on November 17-19, 2025, you are hereby designated as Officer-In-Charge of the Curriculum Implementation Division.

As such, you are expected to do the following:

- 1) Review and sign communications, reports and other documents, except Accomplished Vacation Leave Forms, WFP or Training/Activity Design, Class Program, forwarded to the CID office for approval or recommendation to the office of the Schools Division Superintendent;
- 2) Act on or manage report submission required by the Regional/Central Office;
- 3) Facilitate compliance/settlement of concerns forwarded to CID office;
- 4) Address concerns affecting/coursed through CID office; and
- 5) Do other related tasks.

It is expected that you will strictly adhere to your additional duties and responsibilities without any additional remuneration.

For compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
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DATE: NOV 18 2025 TIME: 2:27 PM
BY: *[Signature]*



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