



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

CID-2025- *DIS*

To : All CID Personnel

Subject : Completion and Submission of all CID required documents/reports

Date : December 15, 2025

In reference to DO 2, s. 2015 on "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education" and DM 014, s. 2022 on "The DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual - for QMS readiness assessment, this Office grants the request of the CID Office, through the CID Chief, to utilize December 15-19, 2025 for the completion and submission of all required documents/reports such as the following:

- a) CY 2025 requirements: 3-Yr. Plan, AIP, Supervisory Plan for 4 Qrts. Quarterly Accomplishment Report, TA Plan, Year-end Accomplishment Report (in narrative form) and IPCR
- b) CY 2026 priority requirements: AIP 2026 and 1st Quarter Supervisory Plan

This Office therefore expects complete submission of the above-mentioned documents/reports on December 19, 2025.

For strict compliance.

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
7A-70816
DATE: DEC 15 2025 TIME: 2:12p
BY: *[Signature]*

[Signature]
MARJUN B. REBOSQUILLO
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Officer-in-Charge



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