



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 565, s. 2021

October 1, 2021

DESIGNATION ORDER

To: CLARENCE S. PILLEREN, EdD
Public Schools District Supervisor

GERVACIO R. SALINAS, PhD
Education Program Supervisor

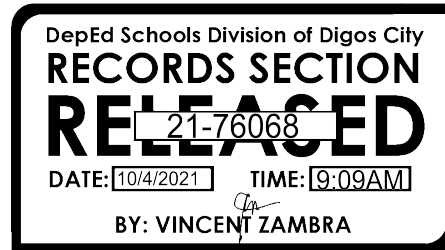
1. In the exigency of the service, and in connection with the Home Quarantine Status of the CID Chief, the following are hereby designated as follows:
 - a) CLARENCE S. PILLEREN – as the Officer In-Charge (OIC) for the Office of the Curriculum Implementation Division (CID)
 - b) GERVACIO R. SALINAS - as the Assistant to the Officer In-Charge (OIC) for the Office of the Curriculum Implementation Division (CID)
2. You shall act on all matters related to this assignment, with special consideration on the following:
 - a) Preparation, submission and rendering of CID Weekly Accomplishment Report during Monday Virtual Flag Ceremony and Convocation;
 - b) Facilitating the conduct of FD-CID MEA;
 - c) Preparation/Rendering of CID Quarterly Accomplishment Reports during DMEA;
 - d) Facilitating the preparation/submission of required documents for Digos City Division as nominee for Secretary's Award for Excellence in Curriculum and Instruction;
 - e) Reviewing of memorandum, advisory, letter reply, proposal, leave or travel documents, and other relevant documents, including those coming from the schools, which need approval of the Schools Division Superintendent;
 - f) Reviewing and signing of documents needing approval from the CID Office;
 - g) Doing other related tasks.
3. The OIC is expected to update and coordinate always with the CID Chief as he manages the Curriculum Implementation Division.
4. This designation order does not carry with it any additional remuneration nor priority for promotion and subject to recall when deemed necessary.



5. This designation takes effect immediately and shall end when the CID Chief returns to Office after her Home Quarantine Schedule.
6. For compliance.



CRISTY C. EPE
Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

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