



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Curriculum Implementation Division**

**OFFICE MEMORANDUM**

CID-2025- 001

To : Mary Joy B. Fortun  
Public Schools District Supervisor

Subject : DESIGNATION AS OFFICER-IN-CHARGE FOR CID

Date : August 18, 2025

In the exigency of the service and while the CID Chief is On Leave on August 18, 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

Ed Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: AUG 20 2025 TIME: 4:41 PM  
BY: [Signature]



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