



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Curriculum Implementation Division

OFFICE MEMORANDUM

CID-2025- 017

To : Neil D. Bongcayao
Public Schools District Supervisor

Subject : DESIGNATION AS OFFICER-IN-CHARGE FOR CID

Date : November 27, 2025

In the exigency of the service and while the CID Chief is On Official Business on November 28, 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.

for [Signature]
MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

11/28/2025

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NOV 28 2025 TIME: 4:20 PM
BY: [Signature]



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