



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION



**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

CID-2025- 014

To : Rodel L. Pagayon  
Education Program Supervisor

Subject : DESIGNATION AS OFFICER-IN-CHARGE FOR CID

Date : December 15, 2025

In the exigency of the service and while the CID Chief is On Official Business on December 15-16, 2025, you are hereby designated as Officer-In-Charge of the Curriculum Implementation Division.

As such, you are expected to do the following:

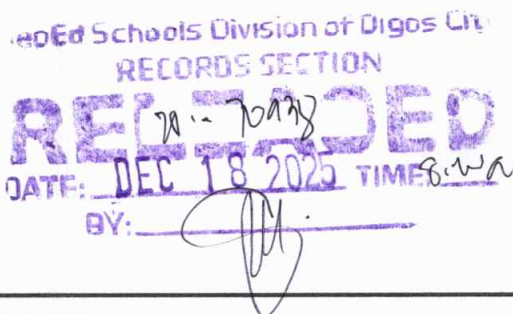
- 1) Review and sign communications, reports and other documents, except Accomplished Vacation Leave Forms, WFP or Training/Activity Design, Class Program, forwarded to the CID office for approval or recommendation to the office of the Schools Division Superintendent;
- 2) Act on or manage report submission 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 and in the absence of the  
Schools Division Superintendent

**MARJUN B. REBOSQUILLO**  
Senior Education Program Specialist  
Officer-in-Charge



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