



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

CID-2026- 014

To : Leilani T. Señires
Education Program Supervisor

Subject : DESIGNATION AS OFFICER-IN-CHARGE FOR CID

Date : June 22, 2026

In the exigency of the service and while the CID Chief is On Leave on June 22, 2026, you are hereby designated as Officer-In-Charge of the Curriculum Implementation Division for the same period.

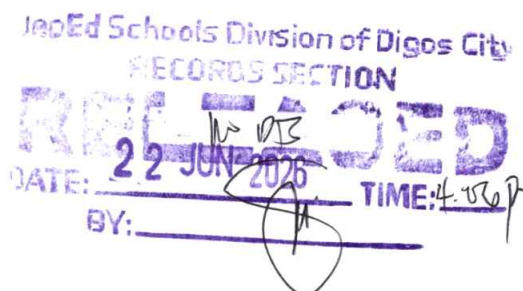
As such, you are expected to do the following:

- 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 V. Estacio
MELANIE V. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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