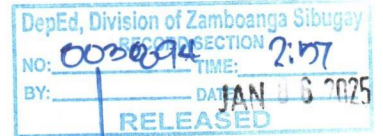




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



6 January 2025

**CID OFFICE MEMORANDUM**

No. 001 s. 2025

**OFFICER-IN-CHARGE OF THE CURRICULUM IMPLEMENTATION DIVISION**

TO: **LHORELLE L. CABALIDA**  
Education Program Supervisor  
This Division

1. Due to the scheduled travel of Mrs. Evelyn F. Importante, OIC-CID Chief, ES, you are hereby designated as Officer-in-Charge of the Curriculum Implementation Division starting January 6-10, 2025.
2. You shall therefore discharge the functions inherent to your designation and sign in the following selected documents, to wit;
  - a. Travel Reimbursement
  - b. DTR and Accomplishment Report
  - c. Application for Leave
  - d. Disbursement Voucher
  - e. ORS; and
  - f. Other documents
3. Prepares and submits reports as needed and represent the OIC-CID Chief EPS to any official functions such as meetings and conferences.
4. For your information and guidance.

**VIRGILIO P. BATAN JR., CESO V** *mt*  
Schools Division Superintendent

ZS-OM-CID-2025-01-01  
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