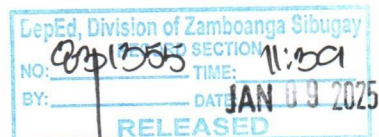




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



8 January 2025

CID OFFICE MEMORANDUM

No. 002 s. 2025

OFFICER-IN-CHARGE OF THE CURRICULUM IMPLEMENTATION DIVISION

TO: **LILIAN C. DAMASO**
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 9-10, 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
Schools Division Superintendent

ZS-OM-CID-2025-01-01
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