



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026-0020

To: Janette G. Veloso, CESO VI -Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD - CID Chief Education Supervisor
Marlon G. Ebrado - SGOD Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

Subject: **DESIGNATION OF OFFICER-IN-CHARGE (OIC) OF THE CID OFFICE
DURING THE ABSENCE OF THE CHIEF EDUCATION SUPERVISOR (CES)**

Date: January 6, 2026

1. This Memorandum aims to ensure Continuity of Operations and Work Flow in the Curriculum Implementation Division (CID) whenever the Chief Education Supervisor (CES) is not available.
2. When the CID Chief Education Supervisor (CES) is absent due to attendance in meetings, conferences, trainings, or leave of absence, identified Education Program Supervisors (EPSs) shall serve as Officer-in-Charge of the CID Office. Please see attached sheet.
3. During their incumbency as OIC, the designated EPS shall:
 - a. discharge all duties and functions of the CID Chief, except for matters requiring the CES's specific decision and those that cannot be delegated;
 - b. ensure all office tasks and deliverables are properly managed and not delayed;
 - c. and submit a comprehensive written report to the CES upon his return to the office, detailing all actions taken and pending matters that need attention.
4. This directive takes effect immediately upon issuance. All personnel of the CID and concerned EPSs are enjoined to uphold and comply with the provisions of this memorandum to maintain seamless office operations.
5. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
6. Immediate and wide dissemination of this memorandum to all concerned is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosure: As stated
cid/eca
Fn: CID OIC
DOVER DAVAO DEL NORTE
RECORDATION
RELEASED
DATE: 1-7-26
BY



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Enclosure to Division Memorandum CID-2026-0020

OFFICER INCHARGE (OIC) OF THE CID OFFICE

MONTH	OFFICER IN-CHARGE
JANUARY	EVELYN GRACE H. LABASAN
FEBRUARY	EDGAR L. MANARAN
MARCH	ERNIE M. AGUAN
APRIL	LIEZL JOSOL
MAY	GRACE SANTA T. DACLAN
JUNE	EXCELSIS DEO DELOY
JULY	LORDELYN A. BUYO
AUGUST	MEDOS O. JALA
SEPTEMBER	ADONES P. LAYAGUIN
OCTOBER	VICENTE M. PINES
NOVEMBER	EVELYN GRACE H. LABASAN
DECEMBER	EDGAR L. MANARAN

Prepared by:

EDUARD C. AMOGUIS 1/6/2024
Chief Education Supervisor

Approved:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent