



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 184

To : **GISELLE D. GONZALES**
Administrative Officer II

Subject : **DESIGNATION ORDER**

Date : July 7, 2025

1. In the exigency of the service, you are hereby **Designated** to oversee the management and supervision of the Schools Division Office's Budget Section upon the effectivity of the retirement of the incumbent Budget Officer who will be retiring on August 2, 2025. Before this date, you shall be under her mentorship performing duties and responsibilities concurrent to your present position as Administrative Officer II. As such, you shall report for two (2) days at your official station and Three (3) in the Schools Division Office choosing the dates at your convenience.
2. After the retirement of the Budget Officer, you shall perform the following functions:
 1. Provides management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective allocation and utilization of financial resources of the Schools Division Office.
 2. Reviews, evaluates and sign budget execution documents and accountability reports and submit a comparative analysis of current budget proposals vis-a-vis prior year's budget/appropriation to guide the SDO management in allocation and approval.
 3. Reviews and signs justifications for budget proposals to attain the required funds.
 4. Implements needed budget revisions based on outcome of budget hearings.
 5. Reviews, computes, prepares and sign special budget requests and transmits to DBM requests for special budgets e.g. covering terminal leave benefits and other personnel claims
 6. Evaluates and identifies cost efficiency of various units in the utilization of budget against their work and financial plan.
 7. Certifies availability of allotments, monitor and records expenditures in appropriate registries.
 8. Prepares and signs documents relative to monetary transactions of this Schools Division Office.
 9. Performs other duties and functions relative to the foregoing.
3. This memorandum shall take immediately and remains valid until rescinded or upon the appointment of a new Administrative Officer V (Budget Officer).
4. For your compliance.

Melanie P. Estacio JUL 08 2025
MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUL 08 2025 TIME: 2:00 PM

BY: *[Signature]*