



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

**OSDS - 2025** -007

To : **GESILLE D. GONZALES**  
Administrative Officer II  
Arcaflor Maniapao Elementary School  
Digos City

Subject : **OFFICER IN CHARGE - DIVISION BUDGET OFFICER**

Date : July 4, 2025

In the exigency of the service, you are hereby designated as Officer in Charge – Division Budget Officer in view of the transition for the intention of tendering retirement of the Budget Officer effective August 4, 2025.

As such, for and in the absence and upon approval of the retirement of the Budget Officer, you are tasked to undertake the duties and functions inherent to the position. You are also authorized to sign, certify funds/allotment available, if funds/allotment is available on the following documents which include, but are not limited to:

- a) Obligation Request and Status (ORS)
- b) Work and Financial Plan (WFP)
- c) Budget Proposals
- d) Purchase Request
- e) Budgetary and Financial Accountability Reports (BFARs)
- f) All other documents not enumerated above that require the signature of the Budget Officer

All other memoranda inconsistent with this memorandum are hereby repealed and amended accordingly.

This memorandum shall take effect on July 7, 2025.

For your compliance.

DepEd Schools Division of Digos City ,  
RECORDS SECTION

**RELEASED**  
JUL 08 2025  
TIME: 1:57 PM

Enclosed: As stated  
OSDS/bfd/nlt

BY: \_\_\_\_\_

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D, CESO VI**  
Schools Division Superintendent

JUL 08 2025