



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS - 2025 - 004

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

Subject : **DESIGNATION ORDER**

Date : August 1, 2025

In the exigency of the service, you are hereby designated as Officer in Charge – Division Budget Officer due to the retirement of NEPTUNE L. TAMBILAWAN, AO V/Budget Officer effective August 2, 2025.

As such, 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

Thus, the following complimentary clause shall appear in all issuances for dissemination.

GISELLE D. GONZALES
Administrative Officer II
OIC-Budget

All other memoranda inconsistent with this memorandum are hereby repealed and amended accordingly.

This memorandum shall take effect immediately until revoked.

For your compliance,

RECEIVED
DATE: AUG 04 2025 TIME: 2:16 PM
BY:
Enclosed: As stated.
OSDS/bfd/nlt

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



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