

Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2025- 259

To : **FRANCIS JUDE D. ALCOMENDRAS**  
**Petty Cash Custodian/Administrative Officer V**

Subject : **TRANSFER OF PETTY CASH CUSTODIANSHIP**

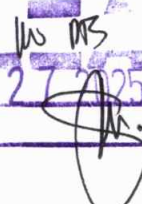
Date : August 27, 2025

In the exigency of the service, you are hereby directed to liquidate the Petty Cash Fund (PCF) used for small purchases of goods and services needed in the daily operation of an organization and transfer Petty Cash Accountability to **MELANIE P. ESTACIO**, Schools Division Superintendent, as designated PCF Custodian **starting August 28, 2025** in order to have an immediate source of cash for the payments of petty operating expenses.

For information and compliance.

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

Schools Division of Digos City  
RECORDS SECTION

  
DATE: AUG 27 2025 TIME: 11:45am  
BY: \_\_\_\_\_

