

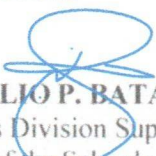


Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO. _____	TIME: 5:00 PM
BY: _____	DATE: Nov 20 2025
RELEASED	

OFFICE MEMORANDUM
NO. 087, series 2025

TO : **SHERMIE D. DUMAJEL**
ADMINISTRATIVE ASSISTANT III
THIS OFFICE

FROM :  **VIRGILIO P. BATAN, JR., CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : Designation as Officer-In-Charge

DATE : November 20, 2025

In view of the attendance of the AOV-Budget Officer to the **Regional Seminar-Workshop on the Simultaneous Encoding and Submission of the Prescribed Annual Budget Execution Documents (BEDS) for Fiscal Year (FY) 2026 to the DBM Unified Reporting System (URS) on November 24-27, 2025**, or until her return to office, you are hereby designated as **Officer-in-Charge of the Budget Section**.

You shall therefore discharge the following duties and functions inherent to your designation:

1. Check and monitor the attendance of the Budget Section.
2. Sign routine documents such as:
 - a. Transmittal
 - b. Obligation Request and Status (ORS)
 - c. Purchase Request (PR)
 - d. Project Procurement Management Plan (PPMP)
 - e. Work and Financial Plan (WFP)
 - f. Travel Authority for the availability of funds
 - g. Represent the Budget Officer in any official function such as meetings and other related activities
 - h. Update the Budget Officer on matters affecting the operation

This designation shall remain in effect **only during the official travel** of the AOV-Budget Officer or until her return to duty.

ZS-OM-OSDS-BUDGET-2025-11-001
MACM-20251120



Pangl, Ipil, Zamboanga Sibugay, 7001
0968-520-9123
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph
DepEd Tayo Zamboanga Sibugay Division