



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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RELEASED	

OFFICE MEMORANDUM
NO. 090, 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



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