



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division  
Superintendent

September 25, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 041

**DESIGNATION ORDER AS DISBURSING OFFICER**

TO: **MAY C. SAGUIN**  
*Administrative Officer II*  
*Sicayab Elementary School*

1. In the exigency of the service, you are hereby designated as **Alternate Disbursing Officer of Aliguay Integrated School**, effective immediately.
2. This designation bears the authority to assume the powers, duties and responsibilities of a Disbursing Officer and shall remain effective therein unless revoked at will for cause.
3. This memorandum does not carry with it any additional remuneration and compensation.
4. For your guidance and compliance.

  
**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent

