



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

DepEd, Division of Zamboanga Sibugay
 RECORD SECTION
 NO: _____ TIME: 1:19
 BY: _____ DATE: SEP 11 2024
 RELEASED

09 September 2024

ACCOUNTING OFFICE MEMORANDUM

No. 044, s. 2024

OFFICER-IN-CHARGE OF THE ACCOUNTING SECTION

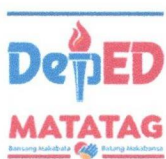
To: MERRY FE B. ONGGAL
 JANIELEE ANN M. IBBA
 Administrative Assistant III
 This Division

1. In compliance to the Public Service Continuity Plan (PSCP) and in view of the official travel/leave of absence of Ms. Mary Beneth G. Lagroma, Accountant III of this Division, you are hereby designated as Officer-in-Charge of the Accounting Section.
2. You shall therefore discharge the functions inherent to your designation and sign in the following documents:
 - a. LDDAP-ADA – Internal transactions only for PS and MOOE
 - b. Disbursement Vouchers - MOOE Internal transactions only
 - c. Disbursement Vouchers - PS Internal transactions only should be signed by Janielee Ann M. Ibba
 - d. All liquidation and bank reconciliation reports
 - e. Transmittals
3. Prepares and submits reports as needed and represent the Accountant to any official functions such as meetings and conferences.
4. For immediate and widest dissemination.

VIRGILIO P. BATAN, JR., CESO V
 Schools Division Superintendent

To be indicated in the Perpetual Index
 under the following subjects:
 OFFICIAL OFFICER DESIGNATION

ZS-OM-OSDS-ACCTG-2024-09-008-0
 MGL20240909



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