



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



OFFICE MEMORANDUM

NO. 046, series 2024

TO : **ROVIE LIZETTE G. LIBERATO**
ADMINISTRATIVE OFFICER II
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 : October 15, 2024

In view of the attendance of the Cashier to Travel to pay for the Fund Transfer of Other Deductions for October 2024 and for Training of Cash Management and Control System (CMCS) for DepEd Cashiers/Disbursing Officers in the Central, Regional and Schools Division Offices – Batch 4 (Mindanao Cluster), you are hereby designated as Officer In-Charge of the Cashier Section on October 18, 2024 and October 21-25, 2024.

You shall therefore discharge the following duties and functions inherent to your destination.

1. Check and monitor the attendance of the Cash Section.
2. Sign in the routinary documents such as;
 - a. Transmittal
 - b. Payroll Current Account Saving Account (PAY CASA)
 - c. Advice to Debit Accounts (ADA)
 - d. Checks and Advice of Check Issued and Cancelled (ACIC)
 - e. Corrected advice
 - f. Issue Official Receipts/Deposit
3. Represent the **Cashier** to any official function such as meetings and among others.
4. Update the **Cashier** of matters affecting the operation.

Please be guided accordingly.

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