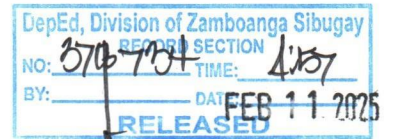




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



**OFFICE MEMORANDUM**  
NO. 02, series 2025

**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 : February 11, 2025**

In view of the attendance of the Cashier to Travel to ASK FOR CONFORME SIGNATURE OF INTERNET PAYMENT AT PLDT ZC AND SUBMIT MRCD FOR JANUARY 2025 AND BOND DOCUMENTS AT BTR ZC you are hereby designated as Officer In-Charge of the Cashier Section on February 13, 2025.

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
  - g. Represent the **Cashier** to any official function such as meetings and among others.
  - h. Update the **Cashier** of matters affecting the operation.

Please be guided accordingly.

ZS-DM-OSDS-CASH-2025-02-002  
RBD-20250211



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