



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

OFFICE MEMORANDUM

NO. 024, series 2025

DepEd, Division of Zamboanga Sibugay	
NO: <u>167945</u>	TIME: <u>8:45</u>
BY: _____	DATE: <u>APR 21 2025</u>
RELEASED	

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 : April 16, 2025

In view of the attendance of the Cashier to Travel to RENEWAL OF INSURANCE OF DIVISION OFFICE BUILDING at GSIS PAGADIAN CITY on April 21, 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-2025-04-002
RBD-20250416