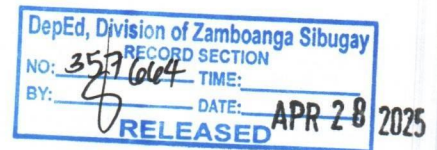





Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



**OFFICE MEMORANDUM**  
NO. 028, 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 : April 25, 2025

In view of the Vacation Leave of the Cashier, you are hereby designated as Officer In-Charge of the Cashier Section on May 2 and 5, 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-2025-04-004  
RBD-20250425