



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

DepEd Division of Zamboanga Sibugay
NO: 289326 SECTION 5.00
BY: _____ DATE MAY 27 2025
RELEASED

OFFICE MEMORANDUM
NO. 039, 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 : May 21, 2025

In view of the attendance of the Cashier to Travel to GET DIVISION OFFICE BUILDING INSURANCE POLICY AND REMIT INSURANCE PAYMENT FOR INSURANCE LIFE AT PAGADIAN CITY BRANCH on MAY 22, 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-2025-05-002
RBD-20250521



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