



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

DepEd Division of Zamboanga Sibugay
NO: 197016 SECTION 11:00
BY: DATE: JUL 01 2025
RELEASED

OFFICE MEMORANDUM

NO. 049, 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 : June 30, 2025

In view of the Sick Leave of the Cashier, you are hereby designated as Officer In-Charge of the Cashier Section on July 2-7, 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.
 - i. Sign Division Clearance

Please be guided accordingly.

ZS-DM-OSDS-CASH-2025-06-002
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