



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

DepEd, Division of Zamboanga Sibugay	
NO: <b>03977</b>	SECTION: <b>11:20</b>
BY: _____	DATE: _____
<b>RELEASED</b>	

**OFFICE MEMORANDUM**

NO. **048**, 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 : July 16, 2025

In view of the attendance of the Cashier to Travel to Pay for the Vehicle Insurance of Suzuki Vitara and Nissan Frontier at GSIS Pagadian City Branch on July 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-2025-07-002  
RBD-20250716