



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: <u>48114</u>	TIME: <u>4:31 PM</u>
BY: <u>9</u>	DATE: <u>AUG 06 2025</u>
RELEASED	

OFFICE MEMORANDUM
NO. 053, series 2025

TO : **ROBERTSON O. TIWANAC**
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 : August 08, 2025

In view of the Official Travel of the Cashier and Official Travel of **Ms. Rovie Lizette G. Liberato**, you are hereby designated as Officer In-Charge of the Cashier Section on August 15, 2025.

You shall therefore discharge the following duties and functions inherent to your designation.

1. Check and monitor the attendance of the Cash Section.
2. Sign in the routinary documents such as;
 - a. Transmittal
 - b. Represent the **Cashier** to any official function such as meetings and among others.
 - c. Update the **Cashier** of matters affecting the operation.

Please be guided accordingly.

ZS-DM-OSDS-CASH-2025-08-003
RBD-20250806