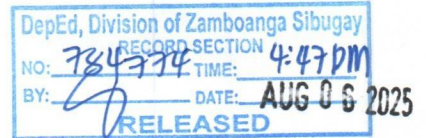




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



**OFFICE MEMORANDUM**

NO. 055, 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 : August 6, 2025

In view of the attendance of the Cashier to Travel to Participation to the 2025 Regional Convention of Human Resource Management Practitioners (HRMP) at Isabela City on August 12 to 16, 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. 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-2025-08-002  
RBD-20250806