



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


DepEd, Division of Zamboanga Sibugay	
NO: <u>057245</u>	RECORD SECTION TIME: <u>4:19</u>
BY: _____	DATE: <u>AUG 19 2025</u>
RELEASED	

**OFFICE MEMORANDUM**

NO. 059, series 2025

TO : **ROVIE LIZETTE G. LIBERATO**  
ADMINISTRATIVE OFFICER II  
THIS OFFICE

FROM : **VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

  
**OLIVER B. TALAOC, Ed. D.**  
SGOD CHIEF  
Officer In – Charge of Office

SUBJECT : Designation as Officer-In-Charge

DATE : August 19, 2025

In view of the Leave of Absence on August 22, 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.
3. Update the **Cashier** of matters affecting the operation.

Please be guided accordingly.

ZS-DM-OSDS-CASH-2025-08-005  
RBD-20250819