



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO. 543043	TIME: 8:39 AM
BY: 1	DATE: SEP 17 2025
RELEASED	

OFFICE MEMORANDUM

NO. **065**, 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 : September 15, 2025

In view of the attendance of the Cashier to Travel to ASK FOR CONFORME SIGNATURE FOR INTERNET PAYMENT OF THE DIVISION OFFICE FOR AUGUST 17, 2025 TO SEPTEMBER 16, 2025 AT PLDT ZC, SUBMIT BOND DOCUMENTS, REQUEST FOR CONFIRMATION AT BTR ZC AND SUBMIT REQUEST FOR OPENING OF CURRENT ACCOUNT IN THE NAME OF THE SCHOOL on September 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-2025-09-001
RBD-20250915