



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO. 435006	TIME 11:09 AM
BY: 1	DATE NOV 4 2025
RELEASED	

OFFICE MEMORANDUM  
NO. 079, 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 : November 3, 2025

1. In view of the Leave of Absence on November 07, 2025
2. 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.
3. Please be guided accordingly.

ZS-DM-OSDS-CASH-2025-11-001  
RBD-20251103



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