



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 953641	TIME: 5:11 PM
BY: [Signature]	DATE: 06 Jan 2026
RELEASED	

OFFICE MEMORANDUM
NO. **004**, series 2026

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 : January 5, 2026

1. In view of the attendance of the Cashier to Travel to Get CNAI for CY 2025 at DepEd RO IX and Get Insurance Policy for Ford Ranger at GSIS Pagadian on January 9=10, 2026.
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.
 - i. Please be guided accordingly.

ZS-DM-OSDS-CASH-2026-01-002
RBD-20260105