


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

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: 953641	TIME: 5:11 PM
BY:	DATE: 06 Jan 2026
<b>RELEASED</b>	

**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.

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