



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

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: <b>891943</b>	TIME: <b>4:37 PM</b>
BY: _____	DATE: <b>26 FEB 2026</b>
<b>RELEASED</b>	

**Office of the Schools Division  
 Superintendent**

**OFFICE MEMORANDUM**

NO. 061, 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 : February 26, 2026

1. In view of the attendance of the Cashier to Travel to DEPED RO-IX, Balintawak, Pagadian City to remit additional 4 NASH 2025 Takers on *February 27, 2026* .
2. You shall therefore discharge the following duties and functions inherent to your designation.
  - A. Check and monitor the attendance of the Cash Section.
  - B. Sign in the routinary documents such as;
    - a. Transmittal
    - a. Payroll Current Account Saving Account (PAY CASA)
    - b. Advice to Debit Accounts (ADA)
    - c. Checks and Advice of Check Issued and Cancelled (ACIC)
    - d. Corrected advice
    - e. Issue Official Receipts/Deposit
    - f. Represent the **Cashier** to any official function such as meetings and among others.
    - g. Update the **Cashier** of matters affecting the operation.
3. Please be guided accordingly.

ZS-DM-OSDS-CASH-2026-02-001  
 RBD-20260226



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