



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
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OFFICE MEMORANDUM

TO: ELLEN S. CESAR
Admin Assistant I
This Office

FROM: VIRGINIA C. ZAPANTA, Ed.D., CESOV
Schools Division Superintendent

Date: January 6, 2017


In view of the attendance of the Division Accountant to the Regional Seminar Workshop on the preparation of Financial and Budgetary Reports in Cebu City on January 15-19, 2018 you are designated as officer in charge of the Finance Section on the above stated dates. Your task and functions are the following:

1. Sign all MDS MOOE and MOOE-TF voucher
2. Sign all PS vouchers
3. Sign all travel orders
4. Represent in all meetings, seminars and conferences which needs attendance of the above-mentioned personnel.
5. Sign all important documents such as remittance to BIR, GSIS and Philhealth.

This function will be in addition to your regular organic and other functions and shall entitle you to preference in promotion but no additional remuneration. However, the experience you will acquire from exercising this task will capacitate you for wider opportunities in this specific area.

Furthermore you are requested to submit a report on all transactions you signed on her behalf.

For your guidance and compliance.


VIRGINIA C. ZAPANTA Ed.D, CESO V
Schools Division Superintendent 