



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

April 14, 2023

MUA - 2023 - 064

**DESIGNATION AS DISBURSING OFFICERS TO HANDLE THE CASH ADVANCES,
DISBURSEMENTS, PAYMENTS AND LIQUIDATION OF ALL PLANS, PROGRAMS
PROJECTS AND ACTIVITIES DURING THE 2023 CENTRAL VISAYAS
REGIONAL ATHLETIC ASSOCIATION (CVIRAA) EFFECTIVE April 14, 2023**

To: **GINA E. GAMAO
JOSEFINA B. TAYAG
RUEL I. PUMATONG**

1. In the exigency and best interest of the service, you are hereby DESIGNATED as DISBURSING OFFICER to handle the Cash Advances, Disbursements, Payments and Liquidations of all Plans, Programs, Projects and Activities during the 2023 Central Visayas Regional Athletic Association (CVIRAA) EFFECTIVE April 14, 2023. As such, it shall be your mandated duties and responsibilities to strictly follow, abide, adhere, implement and the standard accounting and auditing rules and procedures in accordance with the laws, decrees, city ordinances and all other applicable laws and regulations on fiscal management.
2. This Order shall take effect immediately and remain in full force until revoked, rescinded or amended by the undersigned.
3. For your information, guidance and strict compliance.

John Arnel G. Sagunan orc 4/14/23
For: **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph