



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

MLA-2023- 206

TO : **JULIE ANN KRISTIE REDILLAS**
Budget Officer III

FROM : **WILFREDA D. BONGALOS PhD CESO V** *WB*
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER IN-CHARGE OF ACCOUNTING SECTION**

DATE : December 1, 2023

In view of the approved leave of absence of the Division Accountant on December 5-7, 2023 you are designated as officer in charge of the Accounting Section on the above stated dates. Your task and functions are the following:

1. Sign all MDS-MOOE and MOOE-TF vouchers
2. Sign all PS vouchers
3. Sign all Provident Fund vouchers.
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.
6. Sign division clearance only for leave of absences with pay.

This function will be in addition to your regular organic and other functions 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.

WDB/EQA/BUDGET&ACCTG/MTS/mts



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