



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

No. _____, s. 2024

April 17, 2024

DESIGNATION AS OFFICER IN-CHARGE OF ACCOUNTING SECTION

To: ROSALIE A. TAMBIS
Administrative Assistant III

1. In view of the approved sixty-two (62) days leave of absence with pay of Michelle T. Sagaral, Division Accountant, which will commence on May 2, 2024 up to July 31, 2024, you are designated as officer in charge of the Accounting Section starting on the above stated date and up until she resumed to duty.
2. Your task and functions are the following:
 - a) Sign all MDS-MOOE and MOOE-TF vouchers
 - b) Sign all PS vouchers.
 - c) Sign all Provident Fund vouchers.
 - d) Sign ADA for all funds.
 - e) Represent in all meetings, seminars and conferences which needs attendance of the Division Accountant.
 - f) Sign all documents such as remittance to BIR, GSIS and Philhealth.
 - g) Sign division clearance.
 - h) Spearhead the Mid-Year Preparation of Financial Reports for CY 2024
3. This function will be in addition to your regular organic and other functions but with no additional remuneration. However, the experience you will acquire from exercising this ask will capacitate you for wider opportunities in this specific area.
4. Furthermore, you are requested to submit a report on all transactions you signed on her behalf.
5. For your guidance and compliance.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent 

WDB/JAAL/ACCTG/MTS/mts



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph