



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

Office of the Schools Governance Operations Division

DIVISION MEMORANDUM

February 6, 2025

No. 085, s. 2025

**DESIGNATION TO HANDLE THE CASH ADVANCES, DISBURSEMENTS,
PAYMENTS AND LIQUIDATION OF ALL PLANS, PROGRAMS PROJECTS AND
ACTIVITIES IN THE PARTICIPATION OF THE 2025 CENTRAL VISAYAS
REGIONAL ATHLETIC ASSOCIATION (CVIRAA) MEET**

To: **MAURINE C. CASTAÑO**
GINA E. GAMA

1. In the exigency and best interest of the service, you are hereby DESIGNATED to handle the Cash Advances, Disbursements, Payments and Liquidations of all Plans, Programs, Projects and Activities during the 2025 Central Visayas Regional Athletic Association (CVIRAA) Meet on March 11-16, 2025 at Bayawan City, Negros Oriental, Philippines. 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 This Order shall take effect immediately and remain in full force until revoked, rescinded or amended by the undersigned.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.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 