



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

April 21, 2025

No. 231, s. 2025

**DESIGNATION TO HANDLE THE CASH ADVANCES, DISBURSEMENTS,
PAYMENTS AND LIQUIDATION OF ALL PLANS, PROGRAMS PROJECTS AND
ACTIVITIES IN THE PARTICIPATION OF THE PALARONG PAMBANSA 2025**

To: **KAREN G. GEMENTIZA**
Admin Asst. II

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 PALARONG PAMBANSA 2025 on May 20-June 2, 2025 at Ilocos Norte, 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 This Order shall take effect immediately and remain in full force until revoked, rescinded or amended by the undersigned.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 