



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. 903 , s. 2025

December 10,

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

**To: ROSALIE A. TAMBIS**  
Administrative Assistant III

1. In view of the approved five (5) days leave of absence with pay of Michelle T. Sagaral, Division Accountant, which will commence on December 12, 2025 up to December 16, 2025, 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.
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

WDB/JAAL/ACCTG/MTS/mts



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