



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. 075 , s. 2026

January 23, 2026


DESIGNATION AS OFFICER IN-CHARGE OF ACCOUNTING SECTION

To: MARILOU C. BEDRIJO
Administrative Assistant III

1. In view of the approved two (2) days leave of absence with pay of Michelle T. Sagaral, Division Accountant, on January 26-27, 2026 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.

For the SDS:

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
Asst. Schools Division Superintendent

WDB/JAAL/ACCTG/MTS/mts



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