



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
OSDS - 2026 - 164

September 23, 2026

DESIGNATION AS OFFICER IN-CHARGE OF ACCOUNTING SECTION

To: ROSALIE A. TAMBIS
Administrative Assistant III

1. In view of the approved fourteen (14) days Special Leave Benefits for Women (RA 9710/CSC MC No. 25, 2010)) of Michelle T. Sagaral, Division Accountant, which will commence on September 25, 2026 up to October 11, 2026, you are designated as officer in charge of the Accounting Section starting on the above stated date and up until she resume 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 need attendance of the Division Accountant.
 - f) Sign all documents such as remittance to BIR, GSIS and Philhealth.
 - g) Sign division clearance.
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 task 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



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