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

Office of the Schools Division Superintendent

OFFICE ORDER
OSDS-2026-002

TO : **MARIA CHONA B. ROXAS**
Principal II

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE FOR FINANCIAL MANAGEMENT FOR UBUJAN ELEMENTARY SCHOOL**

DATE : **November 25, 2026**

In view of the impending retirement of **CLEMENTINA C. GAMIL** of **UBUJAN ELEMENTARY SCHOOL** and the need to ensure the continuity of its financial management operations, proper handling of school funds, and compliance with existing government accounting and auditing rules and regulations, you are hereby designated as the **Officer-in-Charge for Financial Management** of said school, effective immediately, until a regular School Head is appointed, or until this designation is revoked or amended by this Office.

In connection with this designation, you shall oversee the proper turnover, monitoring, and management of financial records, reports, obligations, and other related financial matters, in accordance with applicable DepEd policies and existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force unless sooner revoked, amended, or superseded by a subsequent issuance.

This designation will not entitle you to any financial remuneration, however, this can help you gain more knowledge.

For your information, guidance, and compliance.

WDB/ADMIN/atm

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