



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

October 16, 2023

OFFICE MEMORANDUM
OSDS - 2023 - 094

DESIGNATION AS OFFICER-IN-CHARGE

TO: **GINA C. GERVACIO**
ADMINISTRATIVE ASSISTANT III

1. In the exigency of the service and in view of the attendance of Mr. Lewi Mat Dexter Bello, Accountant III, at the Association of Government Accountants (AGAP) annual convention seminar on October 17-22, 2023, you are hereby advised of your designation as the Officer-In-Charge of the Office of the Accounting Section for the said dates.
2. The ADAS III, as designated OIC of the Accounting Section shall sign the transactions not exceeding Three Hundred Thousand Pesos (P300,000.00) but limited to the following:
 - a. Certified Funds Available – Request for MOOE for the month;
 - b. Disbursement Vouchers;
 - c. Journal Entry Vouchers for paid and liquidation;
 - d. Provident Loan Application Forms and Disbursement Vouchers;
 - e. Payroll Teachers;
 - f. Order of Payment;
 - g. List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA); and
 - h. Itinerary of travel.
3. Any document or transaction other than those enumerated above shall be referred to the Accountant through any communication that may be available.
4. Delegation of duties and functions does not in any way mean relinquishment of accountability.
5. For guidance and strict compliance of all concerned.

CRISTY C. EPE
Schools Division Superintendent

