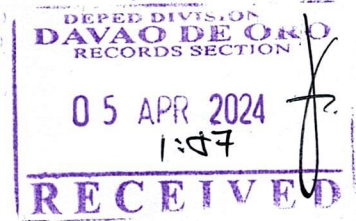




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

April 1, 2024

OFFICE MEMORANDUM
OSDS - 2024 - 032

DESIGNATION AS OFFICER-IN-CHARGE (OIC) – ACCOUNTING SECTION

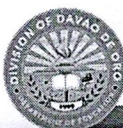
To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
HEADS OF SECTIONS/UNITS
ALL OTHERS CONCERNED

1. In the exigency of the service and for the smooth and orderly operation of the Accounting Office, the designation of officers as Officer-in-Charge (OIC) in the Office of the Accountant of the Schools Division of Davao de Oro, whenever the Division Accountant is on official business/official time, and on leave of absence shall be in the following order of succession, to wit:

LENE MARK S. CAETANO
Administrative Assistant III

EUPE JOHN B. JAYECTIN
Administrative Assistant II

2. The designated OIC 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;
 - f. Order of Payment;





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- 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 CESOV
Schools Division Superintendent



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