



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
FIN/Bolgt-Im-2022-50

TO : **LYDIA D. CACAS**
Budget Officer III

FROM : 
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER IN CHARGE IN THE FINANCE UNIT**

DATE : August 4, 2022

1. In view of the leave of absence of **MA. JENNIFER P. PIODOS, Accountant III** on August 4 to 26, 2022, you are hereby designated as **Officer in Charge in the Finance Unit**.
2. As such, you are authorized to sign Disbursement Vouchers (DVs), Purchase Orders (PO), Advise to Debit Account (ADA), Provident Clearance, and Division Clearance. You are also authorize to issue certification on Unliquidated Cash Advances and other certifications in the Finance unit deemed necessary and to do other related tasks.
3. For your information and guidance.

SPP/MKP/JPP 

04 AUG 2022



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