



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DIVISION MEMORANDUM  
OSDS-2023-004

To: **KERREN HAPPUCH Q. PERLAS**  
Administrative Assistant II

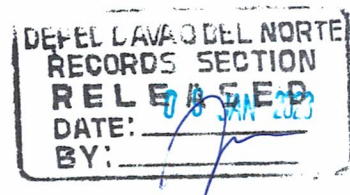
From: The Office of the Schools Division Superintendent

Subject: Designation as Disbursing Officer of New Corella National High School


Date: January 5, 2023

In the exigency of the service, you are hereby advised of your assignment as Disbursing Officer in **New Corella National High School**, this Division to perform the duties and responsibilities attached herein:

- Preparation and completion of liquidation of all cash advances made to all the schools in the district. Thus, all documents necessary for the monthly liquidation of cash advances should be followed up and secured by the Disbursing Officer from each School Head before the fall due.
- Submission of the liquidation report 25 days after cash advance has been made to each school. Five days will be for the checking of the liquidation by the bookkeeper assigned in the Schools Division Office.
- Ensure not only the completeness of documents for liquidation but each expenditure liquidated is in accordance with the work and financial plan and the purpose/s to which the cash advance was made.
- Preparation of the certification of NO UNLIQUIDATED CASH ADVANCE.
- Providing assistance to all School Heads in the preparation of all work and financial plan for MOOE, SBFP and other programs where funds are to be downloaded to the school thru the SDO.
- Processing and completion of attachments to the disbursement vouchers.
- Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. application for leave, notice of salary adjustment, step increment, loyalty and maternity pay benefits).
- Receive, process and update leave credits of employees and vacation service credits of teachers.
- Follow-up documents to be updated on an annual basis (e.g. SALN, IPCRF, PDS)
- Perform related jobs only after the financial and personnel services to the schools have been ensured and done completely.



It is understood that you may be transferred/reassigned anytime to another school/district within the Division when the exigency of the service so requires.



**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

