



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0230

To: **IRISH DIANE BERNADETH ESNARDO**
Administrative Assistant II

From: The Office of the Schools Division Superintendent

Subject: Return Order as Cluster Bookkeeper of Sto. Tomas Central Elementary School, Sto. Tomas West District

Date: July 7, 2023

In the exigency of the service, you are hereby advised of your assignment as Cluster Administrative Assistant (Bookkeeper) of **Sto. Tomas Central Elementary School, Sto. Tomas West District**, this Division effective immediately to perform the duties and responsibilities attached herein to your position:

- Preparation of MOOE vouchers with complete attachments and requirements per DepEd Orders and COA Circular as reflected on the checklist.
- Checking of cash advance against the work and financial plan and annual procurement plan and ensure that the amount of cash advance each school is requesting is in agreement with the estimated amount of each program and the period within which they are intended to be implemented.
- Keeping the work and financial plan and the schools' subsidiary ledgers updated after cash advance has been made to the schools.
- Submission of hard and soft copies of cash advance vouchers to the partner-bookkeeper assigned in the Schools Division Office every month to facilitate the possible modification of vouchers in case of errors and necessary changes to be effected in each voucher.
- Submission of completed liquidation reports to the office of the Commission on Audit.
- Monthly reconciliation of records and subsidiary ledgers of school MOOE and other programs with the Senior Bookkeeper (assigned in the SDO) handling the same district.
- Providing assistance to all the 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 schools thru the SDO.
- Perform related jobs only after the financial services to the schools have been ensured and done completely.



Attached herein are the schools wherein you will be performing your duties and responsibilities:

- Balagunan Elementary School
- Bobongon Elementary School
- Maguintalunan Elementary School
- Marsman Elementary School
- New Katipunan Elementary School
- New Visayas Elementary School
- San Isidro Elementary School
- San Jose Elementary School
- Sto. Tomas Central Elementary School
- Talos Elementary School
- Tulalian Elementary School
- Magwawa Integrated School

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.

Please be guided accordingly.

Recommending Approval:



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Approved by:



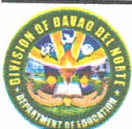
REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Copy furnished:

The Municipal Mayor
Municipality of Sto. Tomas
The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section

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