



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0231

To: **RHEA JOY C. TRANGIA**
Administrative Assistant II

From: The Office of the Schools Division Superintendent

Subject: Return Order as Cluster Disbursing Officer 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 (Disbursing Officer) 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:

- 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).
- Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
- Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
- Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
- Facilitate submission of all financial documents to the SDO and/or bank, if necessary
- Assist the School Head on the preparation of the following documents such as but not limited to:
 - Cash disbursement register
 - Authority to debit/credit account
 - Liquidation reports including supporting documents
- 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.



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
- Marsman National High School
- Balagunan National High School
- Tulalian National High 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

