



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0289

To: **MARLYN T. QUILLA**
Administrative Assistant II

From: The Office of the Schools Division Superintendent

Subject: Return Order as District Disbursing Officer of Gabuyan Central Elementary School, Kapalong West District

Date: November 29, 2023

In the exigency of the service, you are hereby advised of your assignment as District Administrative Assistant (Disbursing Officer) of **Gabuyan Central Elementary School, Kapalong 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.
- 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:

- Bunawan Elementary School
- Doña Carmen Soriano Elementary School
- Gabuyan Central Elementary School
- Luna Elementary School



- Pedro G. Colita Sr./ Mamacao Elementary School
- Magulibas Elementary School
- Pag-asa Elementary School
- Semong Elementary 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. MELDORIDA, CESO V
Schools Division Superintendent



Copy furnished:

The Municipal Mayor
Municipality of Kapalong
The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section

