



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



November 3, 2017

DIVISION MEMORANDUM
No. 877, s. 2017

AUTHORITY TO RENDER OVERTIME

To: **NORELIZA A. MISAL, CPA, Accountant III**
NEPTUNE L. TAMBILAWAN, Administrative Officer V – Budget
MARY SOL S. ROSALITA, Administrative Assistant III
JAKE LLOYD S. VENCIO, Administrative Assistant III
BONAFE CATHRINE G. BURGOS, Administrative Assistant III
HEIDI B. ESCALONA, Administrative Assistant III
DANILO M. EBOL, Administrative Assistant III
GENIE D. EBOL, JR., Administrative Assistant II
GISELLE D. GONZALES, Administrative Assistant I

1. In connection with the voluminous work during the 4th Quarter of CY 2017 to fast track of the utilization of current allotments including the additional downloaded funds from the Central Office and the preparation of CY 2017 yearend reports to comply with the submission of required financial reports and other related records to DepEd Regional Office, Commission on Audit, Department of Budget Management and the Bureau of Internal Revenue, you are hereby authorized to render overtime for the period November 6, 2017 to November 30, 2017, three (3) days on weekdays from 6:00 PM to 9:00 PM, one (1) day on weekends and one (1) holiday, if applicable, per week.
2. Policies and Guidelines on overtime services and overtime pay shall be based on the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2015, dated November 25, 2015.
3. Attached are your corresponding tasks to be performed.
4. For your information and compliance.

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

jake lloyd vencio: memorandum title
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NAME	POSITION	TASK
Noreliza A. Misal	Accountant III	<ul style="list-style-type: none"> -Update the EFRS and prepare the Financial Reports for the Provident Fund for submission to COA. -Reconcile the Provident Fund Cash in Bank Balance in the Book of Accounts against the Bank Statement. -Review/reconcile the entry in the EFRS for the General Ledger against Schedules -Prepare Consolidated Financial Reports for the General Fund with corresponding Notes to the Financial Statements. -Encode the FY 2017 Monthly Report of Disbursement (FAR4) in the Unified Reporting System -Prepare of Agency Action Plan and Status of Implementation
Neptune L. Tambilawan	Administrative Officer V- Budget	<ul style="list-style-type: none"> -Prepare and encode the FY2018 Monthly Disbursement Plan (BED3) in the Unified Reporting System -Prepare/compute the funding requirements of filling up of newly-created positions for FY 2017 -Reconcile/Update the allotment (SAROs, Sub-AROs) received against its utilization/obligations incurred -Certify allotment available and obligated in the Obligation Requests -Prepare Obligation Requests for claims to be obligated (accounts payables) as of December 31, 2017
Mary Sol S. Rosalita	Administrative Assistant III	<ul style="list-style-type: none"> -Prepare working paper of all Division-paid personnel for integration to the working paper of the RPSU-paid personnel's BIR Alphabet for Compensation -Prepare the Journals and Financial Reports for the EPIP Fund for submission to COA -Reconcile the EPIP Fund Cash in Bank Balance in the Books of Accounts against the Bank Statement. -Consolidate/prepare remittances of withholding taxes to BIR -Check MOOE liquidations of Mt. APO District Schools
Jake Lloyd S. Vencio	Administrative Assistant III	<ul style="list-style-type: none"> -Prepare the Journals and Financial Reports for the SPHERE Fund for submission to COA -Check MOOE Liquidation for Occidental District. -Check SBFP Liquidation for the whole Division of Digos -Reconcile/update the exemptions of personnel in the BIR Alphabet -Assist in the preparation of Agency Action Plan and Status of Implementation
Bonafe Cathrine G. Burgos	Administrative Assistant III	<ul style="list-style-type: none"> -Update Quarterly Schedule of Cash Advances for Operating Expenses -Encode Tax Update for Ruparan ES and F. Alvarez ES -Prepare Disbursement Vouchers/Encode disbursements to EFRS -Prepare working paper for CY 2017 Account Payables

Heidi B. Escalona	Administrative Assistant III	<ul style="list-style-type: none"> -Prepare and submit the compliance for Notice of Suspensions -Update the EFRS for General Fund -Reconcile the General Fund Cash in Bank Balances of the 4 MDS Accounts in the Books of Accounts against its corresponding Bank Statements. -Check MOOE/ SBFP liquidations for Oriental District -Prepare the FY 2017 Monthly Report of Disbursement (FAR4) in the Unified Reporting System -Assist in the preparation of Agency Action Plan and Status of implementation
Danilo M. Ebol, Jr.	Administration Assistant III	<ul style="list-style-type: none"> -Update Inventory Schedules -Encode/Reconcile the taxes withheld from MOOE allocations of schools against the Summary of Schools MOOE Liquidations Report -Prepare the schedules of monthly taxes withheld for obligations -Encode Tax Update for DMMES -Check travel reimbursements/liquidations supporting documents -Assist in the preparation of Agency Action Plan and Status of Impelmentation
Genie D. Pius	Administrative Assistant II	<ul style="list-style-type: none"> -Update the Provident Fund Loan Receivables Subsidiary Ledgers -Checking of Disbursement Vouchers for submission of COA -Coordinate with the Division Cashier for the submission of not yet submitted Disbursement Vouchers of the previous months -Assist in the preparation of Agency Action Plan and Status of Implementation
Giselle D. Gonzales	Administrative Assistant I	<ul style="list-style-type: none"> -Prepare Obligation Requests for claims to be obligated (account payables) as of December 31, 2017 -Assist in the reconcile/update the allotment (SAROs, Sub-AROs) received against its utilization/obligations incurred -Consolidates budget reports for submission to the Regional Office -Prepare budget flash reports needed by the Central Office