



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




DIVISION MEMORANDUM
 No. 641, s. 2018

July 31, 2018

NEW DUTIES AND FUNCTIONS

To: **DANILO M. EBOL, JR.**
ALNIE FE V. YMALAY
GUY R. MARA-ASIN
 ALL SCHOOL HEADS (ELEMENTARY, JUNIOR HIGH SCHOOL, INTEGRATED
 SENIOR HIGH SCHOOL, SENIOR HIGH SCHOOL IN DIGOS CITY)

1. In connection with Division Memorandum No. 310, s. 2018, the following are hereby directed to be the new Maintenance and Other Operating Expenses (MOOE) Liquidation checker and all other cash advances downloaded to the schools as addition to their current function, to wit:
 - a) Danilo M. Ebol, Jr. - Oriental District
 - b) Alnie Fe V. Ymalay - Occidental District
 - c) Guy R. Mara-asin - Mt. Apo District
2. This will take effect starting August 6, 2018. With this, all Cash and Disbursement Registry (CDR) will be signed by the newly assigned checker.
3. The tour of duty of Mr. Mara-asin, Ms. Ymalay and Mr Ebol shall be varied as they shall report to the Budget and Finance Office on Mondays and Tuesdays and their District Office of assignment on Wednesdays to Fridays.
4. Anent to your new assignment, you are enjoined to revise the Targets of your IPCRF responsive to your new duties and functions which shall be presented to during the target setting to be scheduled by your rater, the Accountant III.
5. Immediate dissemination of and compliance with this memorandum is desired.


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

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

jake lloyd vencio: memorandum title
 31 July 2018

