



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 562, s. 2022

September 1, 2022

**DESIGNATION AS ALTERNATE SIGNATORY OF MRS. ROSARIO B.
DIAMANTE**

To: **FRANCIS JUDE D. ALCOMENDRAS, JD, MPA**
Administrative Office V

1. In the exigency of the service and while Mrs. Rosario B. Diamante, Administrative Officer IV (Cash Section) is on sick leave, you are hereby designated as her alternate signatory, to ensure unhampered delivery of basic services. As such you shall perform the following duties and responsibilities, to wit:
 - Prepare, disburse and release approved checks based on prescribed procedures to fulfil payment obligations of the SDO.
 - Distribute to collecting and disbursing officers cash advances for salaries and wages and reviews statements of accounts and current and replenishment vouchers.
 - Review and finalize advice of checks issued and cancelled (ACIC) for submission to the Bureau of the Treasury and Authorized Government Depository Bank.
 - Remit mandatory contribution to BIR, GSIS, HDMF, and PHILHEALTH.
 - Record daily transactions to monitor the cash outflow and daily cash balance.
 - Prepare liquidations of cash advance/Petty Cash Fund submitted for replenishment.
 - Prepare replenishment reports, collection and deposit reports, and report of checks issued and cancelled.
 - Prepare monthly reports on the cash status of various accounts.
 - Negotiate bank transactions such as encashment of payroll, bank deposits and bank withdrawals.

- Monitor to ensure the proper maintenance of records of cash receipts and disbursements pursuant to government rules and regulations.
 - Prepare accountable forms and ensures the proper use, maintenance and control of accountable forms (such as official receipts and petty cash vouchers).
2. This function does not carry with it any additional remuneration, and shall take effect immediately, and shall be revoked upon the return of Mrs. Diamante.
3. For your compliance.



CRISTY C. EPE *Schools Division Superintendent*
Schools Division Superintendent

