



99750

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2023-056

To: MAE PEARL E. HONG-TECSON, RN, MD
Medical Officer III


Subject: DIRECTIVE TO RE-EVALUATE THE PHYSICAL AND
PHYSIOLOGICAL CAPABILITY OF MRS. ROSARIO B.
DIAMANTE

Date: March 24, 2023

1. This pertains to the resumption of duty of Mrs. Rosario B. Diamante, Administrative IV, effective March 1, 2023, after her sick leave of absence from September 1, 2022, to February 28, 2023, due to Cerebrovascular Accident, Hypertension Stage 2.
2. You are hereby instructed to re-evaluate her physical and physiological capability based on the hereto compendium or the duties and functions of an Administrative Officer IV for Cash Section.
3. The report shall be submitted to the office of the undersigned the soonest time possible after receipt of this order.
4. For compliance.


CRISTY C. EPE
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-99750
DATE: MAR 24 2023 TIME: 3:20 pm
BY: 

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/**psychological** must be attached to this form:


- Blood Test
- Urinalysis
- Chest X-Ray
- Drug Test
- Psychological Test
- Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS		
DIAMANTE, ROSARIO			DEPARTMENT OF EDUCATION - SCHOOLS		
ADDRESS			DIVISION OFFICE, DIBOS CDM		
PUNOK SAN VICENTE ESTADIA 2ND, ZONE 11, DIBOS CDM					
AGE	SEX	CIVIL STATUS	PROPOSED POSITION		
61	FEMALE	MARRIED	ADMINISTRATIVE OFFICER IV		

FOR THE LICENSED GOVERNMENT PHYSICIAN

I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically FIT / UNFIT for employment.

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
 Mae Pearl E. Hogg-Tecson, RN, MD License No.: 0135974		CLASS C		
AGENCY/Affiliation of Licensed Government Physician:				
DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OFFICE DIBOS CDM				
LICENSE NO.	HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE	
0135974			O+	
OFFICIAL DESIGNATION		DATE EXAMINED		
MEDICAL OFFICER III		MARCH 15, 2023		

RECOMMENDATIONS:

EMPLOYABLE BUT REQUIRES SPECIAL PLACEMENT OR LIMITED DUTY IN A SPECIFIED OR SELECTED ASSIGNMENT DUE TO CERTAIN IMPAIRMENTS AND CONDITION (POST CEREBROVASCULAR ACCIDENT WITH RESIDUAL DEFICITS: RIGHT-SIDED HEMIPARESIS) HYPERTENSION STAGE II) REQUIRING FOLLOW-UP THERAPY AND EVALUATION.

Mae Pearl E. Hogg-Tecson, RN, MD
License No.: 0135974



Manual Center of Digos Cooperative

National Highway, Tres de Mayo, Digos City
8002 Davao del Sur, Philippines

Tel. No.: (082) 553- 8533(Telefax); 553-5235;553-6952;553-6944

"PHILHEALTH ACCREDITED"

MEDICAL CERTIFICATE

This is to certify that:

Name: DIAMANTE, ROSARIO BARING Age: 30 Sex: Female
Address: Purok San Vicente Estrada 2nd, Zone II, Digos City, Davao del Sur
has been EXAMINED / TREATED / HOSPITALIZED in the **MEDICAL CENTER OF DIGOS COOPERATIVE** for:

FINAL DIAGNOSIS:

CEREBROVASCULAR ACCIDENT INFARCT LEFT; HYPERTENSION STAGE 2

From: Thursday, September 01, 2022

To: Monday, September 05, 2022

No. of Days Confined: 4

REMARKS: (3) MONTHS EXTENDED REST
(PTRC, 1, 2022 - MARCH 1, 2023)


PURPOSE: Issued per request

Issued this 6th day of December 20 22 at Digos City,
Davao del Sur, Philippines.

RICARDO P. REYES JR., MD.

License Number: 54276

PTR Number: _____

 Department of Education	Job Description	JD No. _____	Revision Code: 00
Position Title	Administrative Officer IV	Salary Grade:	18
Parenthetical Title		Governance Level	Schools Division
Unit/Division	OSDS- Administrative Unit- Cash Division	Office/Bureau/Service	
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised	Administrative Aide VI	Page/s	
JOB SUMMARY			
To manage cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelors degree relevant to the job		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
Cash Collection	<ul style="list-style-type: none"> Prepare, disburse and release approved checks based on prescribed procedures to fulfil payment obligations of the SDO.

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • 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 • Remits mandatory contribution to BIR, GSIS, HDMF, and PHILHEALT • Records daily transactions to monitor the cash outflow and daily cash balance
Cash Disbursement Payment and Remittance	<ul style="list-style-type: none"> • Initiates and controls the preparation of checks to pay for DepED obligations based on vouchers/claims signed by authorized signatories. • Release approved checks to payees • Secure and encash checks for cash advances • Supervise accounts for receipts and disbursements of funds • Monitor liquidation of cash advances, petty cash and submit reports
Liquidation and Reporting	<ul style="list-style-type: none"> • Prepare liquidations of cash advance/Petty Cash Fund submitted for replenishment. • Prepares replenishment reports, collection and deposit reports and report of checks issued and cancelled • Prepares 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),