



Republic of the Philippines
Department of Education
Region VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

NOVEMBER 18, 2022

OFFICE MEMORANDUM

No. 062 s. 2022

TO **RALF RENZ RAPIRAP- Administrative Officer II**
LIZA D. CRESCENCIO - Administrative Officer II
Accounting Unit

SUBJECT **DESIGNATION AS OFFICER IN CHARGE (OIC)**

In the exigency of service, you are hereby designated as **OFFICER IN CHARGE** of Accounting Section of Department of Education-Bohol Division in the absence of the Division Accountant who will be attending the 77th Philippine Institute of Certified Public Accountants (PICPA) Annual National Convention (ANC) in Cebu City from November 22-26, 2022.

- In this connection, you are also authorized to sign and represent for and on behalf of Department of Education - Schools Division of Bohol on documents involving the authorities, duties and functions pertaining to the following:
 - Disbursement for Personnel Services, Maintenance and Other Operating Expenses (MOOE) specifically School MOOE Downloading, Load and Travel reimbursement ,
 - Provident Fund disbursement,
 - Signing of Personnel Services (PS) related documents.
 - Attend meetings and represent her when invited to programs and activities
- Immediate dissemination of this memorandum is required.


BIANITO A. DAGATAN Ed.D CESO V
Schools Division Superintendent 

