



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

INTER-OFFICE MEMORANDUM

Accounting-IM-2023- 002

TO : **DIANE CICELY JEMINEZ- Administrative Officer II**
Accounting Unit

FROM : **BIANIATO A. DAGATAN**
Office of the Schools Division Superintendent

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

DATE : January 9, 2023

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 Regional Seminar/Workshop on the Preparation of CY 2022 Year End Financial Reports on January 9-12, 2023 in Cebu City.

1. 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:
 - a) Disbursement for Personnel Services, Maintenance and Other Operating Expenses (MOOE) specifically School MOOE Downloading, Load and Travel reimbursement,
 - b) Provident Fund disbursement,
 - c) Signing of Personnel Services (PS) related documents.
 - d) Attend meetings and represent her when invited to programs and activities
2. Immediate dissemination of this memorandum is required.

SDS/ACCOUNTING/GFL

BIANIATO A. DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 411-2544

