



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

Office of the Schools Division Superintendent

INTER OFFICE MEMORANDUM

No. 017 , s. 2023

TO: DIANE CICELY A. JEMINEZ
Administrative Officer II
Accounting Unit

FROM: EVANGEL M. LUMINARIAS PhD CESO V
Office of the Schools Division Superintendent

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

DATE: July 10, 2023

In the exigency of service, you are hereby designated as OFFICE – IN – CHARGE of Accounting Section of the Department of Education – Bohol Division in the absence of the Division Accountant who will be attending the Regional Workshop on the Preparation of FY 2023 Midyear Financial on July 11-13, 2023 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City

In this connection, you are also authorized to sign and represent for and on behalf of the Department of Education – schools Division of Bohol on documents involving the authorities, duties and functions pertaining to the following;

- a. Disbursements for Personnel Services, Maintenance and Other Operating Expenses (MOOE) includes Division Office MOOE, School MOOE downloading, load and travel reimbursement and other MOOE
 - b. Provident Fund disbursements,
 - c. Signing of Personnel Services (PS) related documents, Purchase Orders, Division Clearances
 - d. Attend to meetings and represent her when invited to programs and activities.
 - e. Other related functions and expected to coordinate with the Accountant if the need arises.
2. Immediate dissemination of this memorandum is required.

EVANGEL M. LUMINARIAS PhD CESO V
Schools Division Superintendent

