



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

OFFICE MEMORANDUM
OSDS -2024- 17

TO : **MRS. MARIEL JO A. LOMARDA**
Administrative Assistant I
Budget Unit

SUBJECT : **DESIGNATION ORDER AS LIAISON OFFICER TO PROVINCIAL
CAPITOL REGARDING SEF FUND – GOODS & SERVICES**

DATE : May 28, 2024

1. In the exigency of the service and in view of the various procurement through downloading of fund charged to provincial School Education Fund (SEF), you are hereby designated as Liaison Officer from SDO Bohol to Provincial Capitol for the transaction related to goods and services, effective immediately.
2. You are advised to act as Liaison with the following functions:
 - facilitating downloading of Funds from the Provincial Capitol as to timeline of utilization and submission of liquidation reports;
 - Act as contact point for all communication from EdCom to the undersigned or to different Official in our office who is a project proponent to ensure that information is accurately shared and understood by all parties for the speedy and smooth implementation of the project; and
 - Coordinate with the Division and Provincial Accountants for the reportorial requirements and timelines.
3. For your information, guidance and compliance.

CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
OIC of the Office of the Schools Division Superintendent

Copy furnished:

The Division Accountant
The Provincial Accountant
The Resident Auditor
The Administrative Officer V



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