



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

July 20, 2022

DIVISION MEMORANDUM
No. 230, s. 2022

**ASSIGNMENT FOR THE DOWNLOADING AND CHECKING OF SCHOOL MOOE AND
PROVISION OF TECHNICAL ASSISTANCE ON FINANCIAL MANAGEMENT**

TO : Assistant Schools Division Superintendent
Public School District Supervisor
Heads of Public Elementary and Integrated Schools
Heads of Public Secondary Schools (Non-IUs)
Accountant III
Administrative Officer V (Admin)
Administrative Officer II (District)
Accounting Personnel
All Others Concerned

1. Due to the inadequate number of personnel in the Accounting Section, there are identified Administrative Officer II (AO II) assigned in the Districts who were directed to perform finance related function as additional assignment.

2. Relative to this, the following shall be the assignment of ADAS III and AO II effective July 25, 2022:

NAME	POSITION	ASSIGNED DISTRICT
Rosemae Santos	ADAS III	Cuartero
May Evan Dela Cruz	AO II	Dao
Mary Joy Agase	ADAS III	Dumalag
Mark Louie Ortencio	AO II	Part of Dumarao
Zandra Marie Orola	ADAS III	Ivisan and part of Panitan
Janna De Juan	AO II	Part of Jamindan
Jose Niño Mayo	ADAS III	part of Dumarao and Jamindan
Ginalyn Dela Cruz	ADAS III	Part of Maayon
Cerelo Villagrancia	AdA VI	Mambusao East
Herman Diestro	AO II	Mambusao West
Melissa Barrientos	ADAS III	Part of Panay
Yolanda Degracia	ADAS III	Part of Maayon and Panay
May Bartolo	ADAS III	Part of Panitan
Darwin Brillo	AO II	Pontevedra
Antonio Core	ADAS III	Pilar
Resyl Mirasol	ADAS III	Pres. Roxas
Juliesa Ricardo	AO II	Sapian
Krestli Zyra Albaña	AO II	Sigma
Rio Marie Loranía	AO II	Part of Tapaz East
Marjorie Gerapusco	ADAS III	Part of Tapaz East
Kristie Gargoles	AO II	Tapaz West



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3. This assignment covers as well the Secondary Schools - Non-Implementing Units in the respective Districts.
4. The above named personnel are to perform the following functions:
 - a. Process the downloading of funds to schools;
 - b. Check and process the liquidation of funds; and
 - c. Provide technical assistance to school heads or accountable officers in relation to financial management.
5. It is understood that, in the issuance of this assignment, there is no discrimination on the account of age, school, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent
