



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division OF NEGROS ORIENTAL

---

Office of the Schools Division Superintendent

MEMORANDUM

MLA - 2023 453

TO : **LYDIA D. CACAS**  
Budget Officer III

FROM : **NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent

SUBJECT: **DESIGNATION AS OFFICER IN CHARGE IN THE FINANCE UNIT**

DATE: June 30, 2023

- 
1. In view of the leave of absence of **MA. JENNIFER P. PIODOS, Accountant III** on July 2 - 23, 2023, you are hereby designated as **Officer in Charge in the Finance Unit**.
  2. As such, you are authorized to sign Disbursement Vouchers (DVs), Purchase Orders (PO), Inspection Reports, Advise to Debit Account (ADA), Provident Clearance, Division Clearances and other documents that bear the name of the Division Accountant. You are also authorized to issue certification on Unliquidated Cash Advances and other certifications in the Finance Unit deemed necessary and to do other related tasks.
  3. For your information and guidance

JOP

03 JUL 2023