DIVISION MEMORANDUM
No. 641, s. 2018

NEW DUTIES AND FUNCTIONS

To: DANilo M. EBoL, JR.
ALNIE FE V. YMALAY
GUY R. MARA-ASIN
ALL SCHOOL HEADS (ELEMENTARY, JUNIOR HIGH SCHOOL, INTEGRATED
SENIOR HIGH SCHOOL, SENIOR HIGH SCHOOL IN DIGOS CITY)

1. In connection with Division Memorandum No. 310, s. 2018, the following are hereby
directed to be the new Maintenance and Other Operating Expenses (MOOE)
Liquidation checker and all other cash advances downloaded to the schools as addition
to their current function, to wit:
   a) Danilo M. Ebol, Jr. - Oriental District
   b) Alnie Fe V. Ymalay - Occidental District
   c) Guy R. Mara-asin - Mt. Apo District

2. This will take effect starting August 6, 2018. With this, all Cash and Disbursement
Registry (CDR) will be signed by the newly assigned checker.

3. The tour of duty of Mr. Mara-asin, Ms. Ymalay and Mr Ebol shall be varied as they
shall report to the Budget and Finance Office on Mondays and Tuesdays and their
District Office of assignment on Wednesdays to Fridays.

4. Anent to your new assignment, you are enjoined to revise the Targets of your IPCRF
responsive to your new duties and functions which shall be presented to during the
target setting to be scheduled by your rater, the Accountant III.

5. Immediate dissemination of and compliance with this memorandum is desired.

WINNIE E. BA'TOON, EdD, CESE
Officer in Charge
Office of the Schools Division Superintendent