


August 11, 2017

DIVISION MEMORANDUM
NO. 238, s. 2017

**REITERATION OF DUTIES AND RESPONSIBILITIES OF ACCOUNTING STAFF
IN THE SCHOOLS DIVISION OFFICE**

To: OIC, Schools Division Superintendent
Chief, Curriculum and Implementation Division
OIC Chief, Schools Governance and Operation Division
All Education Program Supervisors
All Public Elementary District Supervisors
All Elementary, Secondary and Senior High School Heads
All Concerned

1. With the end in view of facilitating and ensuring sound, efficient, and systematize work flow procedure, please be informed that this Office reiterates Duties and Responsibilities of the Accounting staff in this division.
2. This information was established to avoid backlogs of work, to perform each duties and responsibilities spontaneously and simultaneously and to inform the field if the Senior Bookkeeper in charge is absent/on leave someone can take over/perform his/her duties on his/her behalf.
3. List of respective Duties and Responsibilities of each Accounting staff and their substitute or designated officer-in-charge are shown in the attached enclosure 1.
4. For your information and guidance.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent

DUTIES AND RESPONSIBILITIES
(ACCOUNTING SECTION)

NO.	NAME OF EMPLOYEE	DESIGNATION	DUTIES	DESIGNATED OFFICER-IN-CHARGE
1	RONALD KEVIN C. DEL ROSARIO	ADMINISTRATIVE OFFICER II	CONSOLIDATION OF FINANCIAL STATEMENTS GIS REMITTANCES ISO INTERNAL AUDITOR	JOYCE L. MOJICA & MARIETA R. BARRERA
2	TEODORO P. FULVADORA, JR.	ADMINISTRATIVE OFFICER II	PS & MOOE TRANSACTIONS (NAIC I & CARMONA) REPORT ON STATUS OF UNLIQUIDATED CASH ADVANCES UPDATING OF TAX EXEMPTION EFRS (TRUST FUND TRANSACTIONS)	CHERYL G. JOMAO-AS
3	NENITA S. FRONDA	ADMINISTRATIVE OFFICER I	PS & MOOE TRANSACTIONS (GEN. TRIAS I & GEN. TRIAS II) UPDATING OF TAX EXEMPTION	JOHN A. MALONG
4	ROSA MARIA C. VALDEZ	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PRE-AUDITING & PROCESSING OF MOOE TRANSACTIONS (SPECIAL PROGRAMS) D. O. MOOE TRANSACTIONS (REGULAR TRAVELS)	DULCE C. TAMPOC
5	TRISTAN R. SARMIENTO	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PROVIDENT FUND TRANSACTIONS (LOANS & EFRS) PS & MOOE TRANSACTIONS (SECONDARY SCHOOLS NON-IUS) ORDER OF PAYMENT (PF & OTHER ACTS. EXCEPT FOR TAX REFUND) SHS MOOE LIQUIDATION (7 SCHOOLS) UPDATING OF TAX EXEMPTION	MARIETA R. BARRERA & DULCE C. TAMPOC
6	ELENITA S. FERRER	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (INDANG II) EFRS TRANSACTIONS (PERSONNEL SERVICES) DOUBLE CHECKING OF COMPUTATIONS (DIFFERENTIALS) NUMBERING OF VOUCHERS UPDATING OF TAX EXEMPTION	REALISA A. RABULAN & EUNESE P. LOYOLA

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7	REALISA A. RABULAN	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (ROSARIO & TMC) EFRS TRANSACTIONS (MOOE) TAX REMITTANCE ADVICE (ON LINE) UPDATING OF TAX EXEMPTION	ELENITA S. FERAER & MARIETA R. BARRERA
8	EUNESE P. LOYOLA	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (MENDEZ & TAGAYTAY CITY) EFRS TRANSACTIONS (COLLECTIONS FOR PS & MOOE) UPDATING OF TAX EXEMPTION DOUBLE CHECKING OF COMPUTATIONS (DIFFERENTIALS)	ROXANNE T. GUIMPATAN & CHERYL G. JOMAO-AS
9	JOYCE L. MOJICA	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (MARAGONDON) ISO UNIT DOCUMENT CUSTODIAN SUMMARY OF TRA (PERSONNEL SERVICES) UPDATING OF TAX EXEMPTION	MARIETA R. BARRERA & RONALD KEVIN C. DEL ROSARIO
10	MARIETA R. BARRERA	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (TANZA & TERNATE) SUMMARY OF TRA (MOOE) UPDATING OF TAX EXEMPTION	JOYCE L. MOJICA
11	ROXANNE T. GUIMPATAN	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (SILANG II) PAG-IBIG REMITTANCES ORDER OF PAYMENT (MOOE TAX REFUND) UPDATING OF TAX EXEMPTION	RONALD KEVIN C. DEL ROSARIO & SHERWIN A. ROM
12	ALICIA M. PANGANIBAN	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (AMADEO & GEA-BALEN) FILING OF PAID VOUCHERS (PERSONNEL SERVICES) UPDATING OF TAX EXEMPTION	EUGENIO ROMEO P. REYES

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(ACCOUNTING SECTION)

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13	CHERYL G. JOMAO-AS	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (KAWIT) PHIL. HEALTH REMITTANCES ODC TAGGING (PS, MOOE & COMMUNICATIONS) UPDATING OF TAX EXEMPTION	RONALD KEVIN C. DEL ROSARIO & JOYCE L. MOLICA
14	DULCE C. TAMPOC	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (INDANG I & MAGALLANES) DOUBLE CHECKING OF COMPUTATIONS (MOOE) SHS MOOE LIQUIDATIONS UPDATING OF TAX EXEMPTION FILING OF PAID VOUCHERS (PROVIDENT FUND)	EDNA C. ZURBANO
15	MARIBEL G. ROJO	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	D. O. MOOE & TRUST FUND TRANSACTIONS SHS MOOE LIQUIDATION BANK RECONCILIATION STATEMENT (PS & MOOE)	CHERYL G. JOMAO-AS & EDNA C. ZURBANO
16	SHERWIN A. ROM	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE LIQUIDATIONS (ALFONSO) ODC TAGGING (MOOE LIQUIDATION) PAYROLL (MOOE DOWNLOADING & SBFP) UPDATING OF TAX EXEMPTION	JOHN A. MALONG
17	EUGENIO ROMEO P. REYES	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE LIQUIDATIONS (GMA & SILANG I) UPDATING OF TAX EXEMPTION	JOHN A. MALONG
18	JOHN A. MALONG	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	PS & MOOE TRANSACTIONS (NAIC II & NOVELETA) UPDATING OF TAX EXEMPTION	EUGENIO ROMEO P. REYES

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NO.	NAME OF EMPLOYEE	DESIGNATION	DUTIES	DESIGNATED OFFICER-IN-CHARGE
19	EDNA C. ZURBANO	ADMINISTRATIVE ASSISTANT II (JR. BOOKKEEPER)	BANK RECONCILIATION STATEMENTS (PF, TF & AP) SHS MOOE LIQUIDATION SHS TRANSACTIONS (PERSONNEL SERVICES)	MARIBEL G. ROJO & MARIA P. PASCUA
20	MARIA P. PASCUA	ADMINISTRATIVE AIDE IV	INCLUSION TO RPSU SHS TRANSACTIONS (PERSONNEL SERVICES) FILING OF PAID VOUCHERS (MOOE) DOUBLE CHECKING OF COMPUTATIONS (SALARIES)	NENITA S. FRONDA & EDNA C. ZURBANO

PREPARED BY:


CHERRY D. BAYOT
ACCOUNTANT III