



Republic of the Philippines
Department of Education
Region V- Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent 20926099

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors (PSDS)
Elementary and Secondary School Heads
School and Division Finance Personnel
All Others Concerned

FROM : *hera*
NYMPHA D. GUEMO *gn*
Schools Division Superintendent

SUBJECT : ASSIGNMENT OF ALTERNATE BOOKKEEPERS-N-CHARGE
OF LIQUIDATION

DATE : February 9, 2026

1. To ensure continuous, timely and efficient processing of liquidation reports for Regular MOOE and other special funds, this office hereby designates Alternate Bookkeepers who shall assist and take over liquidation duties whenever the assigned bookkeeper is on leave, official travel, or is otherwise unavailable.
2. The following personnel are assigned as Alternate Bookkeepers:

School	Assigned Bookkeeper	Alternate Bookkeeper
Barayong ES, Buga ES, Herrera ES, Layon ES, LCNTVHS, Paulog ES, Pinit ES, Baligang ES, Tastas ES, Maonon ES, CRPMES	SHEILA MAE A. ABRIHAN	LAARNI C. FLORES
Basag ES, Binanowan ES, Busay ES, BRSHS, LECS, Nabonton ES, Tinago ES, Maonon NHS, Don Teotimo ES, Francia ES	HARVEY CEAZAR V. PERNIA	MARVI T. PRIANES
Bacong NHS, Busac ES, Cabarian ES, Cabarian NHS, Oma Oma ES, Tandarura ES, Amtic NHS, Cavasi ES, LWCES (P)	ARIANE C. GALAROSA	SHEILA MAE ABRIHAN
Allang ES, Bonga ES, Culliat ES, LWCES (B), Quiasa ES, Tula-tula (P) ES, Tula-tula (G) ES, Batang ES, Barayong NHS, Bacong ES	MARVI T. PRIANES	HARVEY CEASAR V. PERNIA
Catburawan ES, Malama ES, Palapas ES, Palapas NHS,	LAARNI C. FLORES	SHEILA MAE ABRIHAN



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San Vicente ES, Tiongson ES, Amtic ES, Tobgon ES, Oma-oma NHS		
Sta. Cruz ES, Tinampo ES, Macalidong ES, Greenfield ES, Pandan ES, Bagacay ES, Macael ES, Mahaba ES, Pinamaniquian ES, DPPMHS, LNHS	CINDY M. AWAYAN	CONCEPCION O. OLAYTA
Abella ES, Balanac ES, Paulba ES, Paulba NHS, Tambac ES, Tupas ES, Tambo ES	CONCEPCION O. OLAYTA	CINDY M. AWAYAN

3. The Bookkeepers-in-charge shall perform the following duties and responsibilities:
 - a. Certify the availability of funds in contracts, purchase orders, disbursement vouchers and other forms required in the liquidation reports in compliance with DepEd Order No. 017 s. 2024 and DepEd Order No. 001 s. 2023;
 - b. Inspect, validate and verify expenses charged to school MOOE/local funds;
 - c. Maintain school's subsidiary ledgers related to cash advances;
 - d. Prepare and submit Monthly Bank Reconciliation Statement;
 - e. Provide technical assistance for finance related concerns;
 - f. Perform the tasks related to the School MOOE Web Based Monitoring System;
 - g. Receive liquidation reports and supporting documents from schools;
 - h. Perform other related bookkeeping and accounting tasks as may be assigned and deemed necessary in the operation of the schools and the division office.
4. These assignments shall take effect immediately.
5. For information, guidance, and strict compliance.

