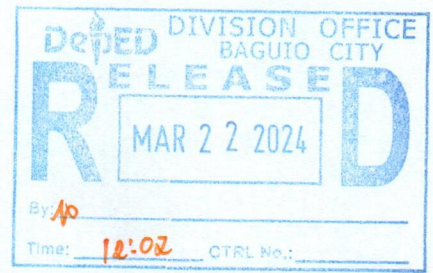




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



March 22, 2024

OFFICE MEMORANDUM 016,2024

AUTHORIZED PERSONNEL TO APPROVE PETTY CASH VOUCHER

To: All Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Section/Unit Heads
 Others concerned

1. To maintain financial accountability and streamline the reimbursement process for employees, this Office authorizes the following officials and employees to approve petty cash vouchers in their respective functional divisions effective March 25, 2024:

NAME	POSITION	FUNCTIONAL DIVISION
SANNAD, Juliet C.	Chief Education Supervisor	Curriculum Implementation Division
TIBANGAY, Niño M.	Chief Education Supervisor	School Governance and Operations Division
EBANIO, Nieves D.	Administrative Officer V	Office of the Schools Division Superintendent

2. The aforementioned authorized personnel shall be responsible for ensuring that petty cash funds are used appropriately and in accordance with established policies and procedures.

3. For information, guidance and compliance.

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

