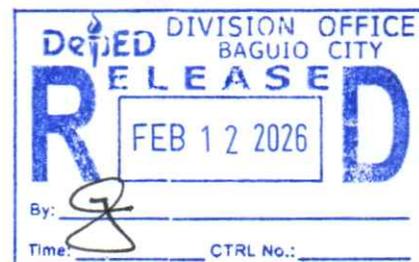




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 12, 2026

OFFICE MEMORANDUM

014,2026

**DESIGNATION AS SPECIAL DISBURSING OFFICER,
PETTY CASH FUND CUSTODIAN AND LIAISON OFFICER**

TO: **LEAH P. ROSARIO**
Administrative Aide VI

1. In addition to your functions as Administrative Aide VI at the Cash Unit, you are hereby designated as **Special Disbursing Officer, Petty Cash Fund Custodian and Liaison Officer** of the Schools Division effective February 12, 2026.
2. As Special Disbursing Officer, you shall have the following functions:
 - a. Serve as alternate disbursing officer particularly on cash advances;
and
 - b. Perform other functions related to disbursement of funds
3. As Petty Cash Fund Custodian with a maximum accountability of Php15,000.00, you shall have the following functions:
 - a. Ensure appropriate petty cash transaction;
 - b. Replenish petty cash fund when needed;
 - c. Maintain an updated petty cash ledger; and
 - d. Prepare updated records for expenses/disbursements with supporting documents.
4. As Liaison Officer, you shall have the following functions:
 - a. Transact business with the government servicing bank of the Division and other concerned government agencies;
 - b. Receive documents from the agencies mentioned above; and
 - c. Perform related functions assigned by the head of office and/or her representative.
5. This designation is without additional compensation but an opportunity to exercise further administration and leadership skills.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/AS/ndc