



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: 299
 Date: 05/31/2024 By: _____
RELEASED

Office of the Schools Division Superintendent

May 31, 2024

Division Memorandum

No. 299, s. 2024

DESIGNATION OF ADDITIONAL FUNCTIONS TO SELECTED BOOKKEEPERS

**TO: District & Central Bookkeepers
 Secondary Non-IUs Bookkeepers
 All Others Concerned
 This Schools Division**

1. In order to improve the efficiency and accuracy of our monthly Bank Reconciliation Statements (BRS) and ensure timely submission to the Commission on Audit (COA), as well as to enhance the payroll preparation process, we are designating additional functions to the following bookkeepers to augment workforce in the accounting unit. Below are the tables for the designated roles:

BRS Checker:

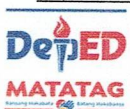
NAME	POSITION	OFFICIAL STATION	CONTACT NUBER
RODEL R. BASAS	ADAS III	Rizal National High School	09380691461
GRACE J. CABILIN	ADAS III	Mutia District	09518306839
FAYE ANN MAE P. DAGPIN	ADAS III	Piñan Central School	09187312269
ZORAIDA B. CUERDO	ADAS III	Polanco Central School	09489140191
JOPE SHELLAINE P. GARAY	ADAS III	Katipunan II District	09075204199
MARY JANE Y. ANIÑON	ADAS III	Manukan II District	09304273500

Payroll in Charge:

NAME	POSITION	OFFICIAL STATION	CONTACT NUBER
MARK-CHRISTIAN A. BASAS	ADAS III	Rizal District	09380691529
ALEX A. BELONGHILOT	ADAS III	Piñan District	09161647972

2. Additional Functions:

- **BRS Checkers:** In addition to their primary tasks, designated bookkeepers will review and verify BRS submissions from bookkeepers, ensuring completeness and accuracy by cross-checking documentation and bank balances against statements. They'll identify discrepancies, collaborate with school/district bookkeeper to reconcile issues, and compile summary reports with recommendations. Additionally, they'll monitor resolution progress and





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maintain a log of common issues for sharing best practices. It's important to note that they won't review the BRS they've prepared themselves.

- **LSF Payroll in Charge:** Designated bookkeepers will be in charge of payroll preparation for the downloading of local school funds. They will ensure the accuracy and timeliness of payroll processing, collaborate with accounting controllers to gather necessary payroll information, and address any discrepancies in payroll records. Their role will also include ensuring compliance with relevant financial regulations and maintaining accurate payroll documentation.
3. Please be informed that these additional functions will not entail any additional remuneration. However, the contributions made through these enhanced roles can be considered as a plus factor in the preparation of your Individual Performance Commitment and Review Form (IPCRF).
 4. This is to emphasize that these additional responsibilities do not exempt bookkeepers from their primary duties as outlined in their job descriptions. These functions are meant to complement their existing roles and responsibilities, not replace them. Their core duties remain unchanged and should not be neglected.
 5. This memo shall take effect immediately and remain in force until it is modified, repealed or amended.
 6. Immediate dissemination of and strict compliance with these Memorandum is directed.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

6/3/24

