



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

August 31, 2023

**DIVISION MEMORANDUM**  
No. 233, s. 2023

**DESIGNATION OF NATHALIE-JOYCE C. BALLEZ AS OIC ACCOUNTANT OF THE SCHOOLS DIVISION OFFICE OF BATANES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section/Unit Heads  
Elementary and Secondary School Heads  
This Schools Division

1. In the exigency of service and in addition to her function as Administrative Assistant III, **NATHALIE-JOYCE C. BALLEZ** is hereby designated as OIC Accountant of the Schools Division Office of Batanes, effective **September 1, 2023** until such time the Accountant III reports back to his station or until rescinded by the Schools Division Superintendent.
2. She will be doing all the necessary functions of an Accountant such as overseeing the financial management, control, including signing of documents after referring them to the Accountant, on-time submission of SDO financial reports, completeness of attached documents, update ledgers, represent the accountant on meetings and other related functions, but without additional remuneration. Fiscal matters and transactions that need decision-making must be referred and acted only by the Accountant III.
3. Please be guided accordingly.

  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: As stated  
References: None

To be indicated in the Perpetual Index  
Under the following subjects:  
**ASSIGNMENT/REASSIGNMENT**

OSDS/abgj/ebe



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As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>