



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

August 31, 2023

**DIVISION MEMORANDUM**

No. 234, s. 2023

**DESIGNATION OF REDENTA M. GONZALES AS OIC ACCOUNTANT OF  
 BATANES NATIONAL SCIENCE HIGH SCHOOL**

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 II, **REDENTA M. GONZALES** is hereby designated as OIC Accountant of the Batanes National Science High School, effective **September 1, 2023** until the position shall have been filled-up or until rescinded by the Schools Division Superintendent.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 SDO Accountant, on-time submission of school 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 SDO Accountant.
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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